

CASTLEWOOD HOA
APPLICATION FOR HOME IMPROVEMENT

Legal Description: Lot _____ Block _____ Section: _____

Owner/Applicant: _____ Day Phone: _____

Address: _____

Contractor: _____ Phone: _____

Address: _____

Starting Date: _____ Completion Date: _____

Definition of improvement: an alteration, addition or deletion
(Check one. Use separate form for additional improvements.)

- | | |
|---|--|
| <input type="checkbox"/> Decking, Paving, Walk, Drive | <input type="checkbox"/> Pool/Spa, Water Feature |
| <input type="checkbox"/> Structures/Additions | <input type="checkbox"/> Fence/Wall |
| <input type="checkbox"/> Exterior Color (Paint)/Materials | <input type="checkbox"/> Sports/Play Equipment |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Mailboxes |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Animal/Bird House, Feeder, Bath |
| <input type="checkbox"/> Landscaping Accessories | <input type="checkbox"/> Vegetable Garden |
| <input type="checkbox"/> Other: _____ | |

REVIEW PROCESS: Submissions will be forwarded to the Modification Committee upon receipt. As stipulated in the CC&R's, the Modification Committee may take up to thirty (30) days from the scheduled meeting date to render a decision. However, the Modification Committee will use every reasonable effort to expedite the review process.

ADDITIONAL DETAILS: Drawing of improvement must be attached including floor plans and elevations. Construction details, including plans and elevations, must include proposed materials, dimensions, and finishes. A copy of the property survey must be included with the proposed location of the improvement clearly marked thereon.

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1. Permanent structures must not be located within any easement or right-of-way.
 2. The applicant is responsible for the structural integrity of all construction.
 3. Care should be taken to ensure that the construction and maintenance process does not impose itself on neighboring properties. It is the responsibility of the applicant to secure approval of construction access across neighboring properties.

IT IS THE DUTY OF THE OWNER AND THE CONTRACTOR EMPLOYED BY THE OWNER TO DETERMINE THAT THE PROPOSED IMPROVEMENT IS STRUCTURALLY, MECHANICALLY AND OTHERWISE SAFE, AND THAT IT IS DESIGNED AND CONSTRUCTED IN COMPLIANCE WITH APPLICABLE BUILDING CODES, FIRE CODES, OTHER LAWS OR REGULATIONS AND SOUND PRACTICES. APPLICANTS SHALL BE SOLELY RESPONSIBLE FOR OBTAINING ANY REQUIRED PERMITS OR LICENSES IN ACCORDANCE WITH APPLICABLE CODES AND REGULATIONS AS ADOPTED BY THE CITY OF HIGHLAND VILLAGE. THE CASTLEWOOD HOMEOWNERS ASSOCIATION MODIFICATION COMMITTEE , NEW CONSTRUCTION COMMITTEE, AND ANY EMPLOYEE OR MEMBER THEREOF, SHALL NOT BE LIABLE FOR DAMAGES OR OTHERWISE BECAUSE OF THE APPROVAL OR NON-APPROVAL OF ANY IMPROVEMENT.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants, and standards. I also certify that the improvement will be completed in accordance with the approved application. Any deviation from approved submission may have to be removed or corrected at my own expense. I understand that construction is not to begin until approval has been received from the Modification Committee. The Modification Committee has permission to enter the property to make inspections as they deem necessary.

SIGNATURE	DATE
SIGNATURE	DATE
SIGNATURE	DATE

FOR OFFICE USE ONLY

- _____ Approved as Submitted
- _____ Conditionally Approved (see attached)
- _____ Disapproved (see attached)

NOTE: Application Approvals are valid for 90 days.

Submit Applications and Documentation to:
Castlewood HOA
3420 Fairfield Lane
Highland Village, TX 75077
972-317-2457 - phone
972-317-5889 - fax

DESIGN REVIEW PROCEDURES

All applications for modifications must be submitted to the MC in accordance with the procedures outlined below prior to making any modifications.

Step 1:

The Applicant must submit an application and a set of plans drawn to scale indicating extent of proposed modification in sufficient detail to allow review. This must include drawings of exterior building elevation changes, material, finish and color schedules and construction details. A landscape plan must show placement, number, species and size of proposed landscape additions. Any modification other than a color change requires a site plan showing the following:

1. Property lines;
2. Setbacks and easements;
3. Footprint of house and driveway, sidewalks, decks, patio, retaining walls, etc.;
4. Existing trees and landscaping;
5. All proposed improvements dimensioned to properly locate them from the house or property line.

The modification submittal must be received at least one day prior to the Committee meeting in order to be placed on the agenda. Submissions are to be made to the Association's Property Manager at the address listed below:

**Castlewood
3420 Fairfield Lane
Highland Village, TX 75077**

Step 2:

After the modifications are complete, please notify the Property Manager at the address mentioned in Step 1. A MC Representative will then be contacted to conduct an on-site review to verify conformance with the approved submittals. Notifying the Property Manager as to completion and scheduling the time of review with the MC Representative will be the responsibility of the Applicant.

Regulatory Compliance

Plans submitted for MC review, must comply with all applicable building codes, zoning regulations and the requirements of all agencies and municipalities (i.e., City of Highland Village) having jurisdiction over the project. It is the responsibility of the Applicant to obtain all necessary permits, inspections and final Certificate of Occupancy. Regulatory approvals do not preclude the authority and responsibility of the MC for design review and vice versa.

Final Review

The MC final approval constitutes a binding agreement between the Applicant and the Association. Any deviation from the approved plans must be resubmitted to the Committee for approval.

A Committee decision is based on a simple majority and shall not be arbitrary or capricious. Any denial, deferral or exception shall be substantiated by the Committee with due reason. The Committee may, at its discretion, assist the Applicant by suggesting alternative design solutions.

Appeals

Any decision reached by the MC may be appealed back to the Committee for reconsideration. Technical design information supporting the appeal request must be included with the request. All appeals will be reviewed on a case-by-case basis, and the granting of an appeal for one residence for a particular situation does not imply or warrant that a similar appeal would be granted on another residence. Each case will be reviewed on its own design merits, and in keeping with the overall objectives of the Design Guidelines.

Enforcement

The provisions for enforcement of the CC&R's, Article IV, Section 3, shall apply to the enforcement of these Design Review Procedures and Guidelines in addition to any other available remedies. Failure to submit for approval will be subject to a minimum of twenty-five (\$25) dollar refilling and administrative fee for each occurrence whether improvement is approved by MC or not.