

TANGLEWOOD @ MANSFIELD HOMEOWNERS ASSOCIATION

Architectural Request Form Submission Guide

Please refer to the Declaration of Covenants, Conditions and Restrictions (DCC&R) & architecture guidelines documents, for all architectural committee guidelines. If you have additional questions or concerns after reading these documents, please call Suzanne Knight @ (817) 579-0056

HOA Management is not the ACC and does not make ACC determinations. The Property Center Management Company acts as a liaison between the ACC and the homeowner(s).

- Please **completely** fill out the ACC request form. If it is incomplete, the ACC will be unable to make its determination. The time period in which the ACC has to make a determination will begin when all materials have been submitted completely. We want to process your request as efficiently as possible and can better achieve this if the form is completed properly.
- Please be certain to include **a copy of the plat of your lot** with the correct figures/measurements and placement of your improvement(s) clearly marked. You should have received a copy of your plat at closing. (Should you need to obtain another copy of your plat it will be necessary for you to contact the title company that handled your closing. Unfortunately, HOA Management **cannot** obtain this item for you.)
- Please include any construction plans and material samples, etc. you may have (depending on the project) as well as the requirements outlined in the DCC&R's & the Architecture Guidelines. This might include a list of materials like the type and color of wood, stain, brick, metal, etc. and possibly samples of the materials (at the ACC's request) after the initial application.

Note: HOA Management cannot fill out the ACC request form, plat, materials list, etc., for the homeowner. It is the homeowner(s) responsibility to obtain and complete these items. HOA Management will, however, assist in guiding you through this process.

- Once you have filled out the paperwork completely, included your plat, and any other requirements, please mail, (email or fax, if no material samples are to be submitted) the application to the following address:

The Property Center Real Estate Services

Phone: (817) 579-0056

510 West Pearl Street, Suite 100

Granbury, TX 76048

E-Mail: suzanne@thepropertycenter.com

In accordance with the DCC&R guidelines, the ACC is allowed up to (30) thirty days in which to make and notify you of its determination.

- Once HOA Management receives your completed application, it is immediately logged and forwarded by mail or direct delivery to the ACC.
- Once HOA Management receives the response from the ACC, the decision is logged and a copy of the application (including the decision) is returned to the applicant. Should you disagree with the determination of the ACC, you have the right to request a variance from the HOA Board of Directors. The request for variance should be made in writing as soon as possible and sent The Property Center Real Estates Services: Suzanne Knight. It will be processed, sent to the HOA Board of Directors, and you will be notified of the HOA Board of Directors determination.

Please note that HOA Management Company does not have the ability to change a determination made by the ACC.

We hope these guidelines help you with Architectural Requests submittals.