

- Please **READ** the HOA rules and ask questions **BEFORE** beginning your project •
  - Rules and forms available at [www.trailsatcarriagehills.com](http://www.trailsatcarriagehills.com) •

EMAIL, FAX, OR MAIL THIS FORM TO:

**TRAILS AT CARRIAGE HILLS HOA – ARCHITECTURAL MODIFICATION REQUEST**

c/o Goodwin Management, Inc.

11149 Research Blvd., Suite 100, Austin, TX 78759-5227

[Debra.Johnson@goodwintx.com](mailto:Debra.Johnson@goodwintx.com)

Voice (512) 502-7043 cell (512) 745-1511 fax (512) 346-4873

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Per the Trails at Carriage Hills HOA Declaration of Protective Covenants, in an effort to protect each homeowner's rights and property values, it is required that any homeowner considering any new or replacement improvement to their property which affects exterior appearance (examples: painting, landscaping, roof deck, shed, fence, etc.) **MUST** submit an Architectural Modification Request form to the Architectural Control Committee **PRIOR** to initiating work on planned improvements. If any modification is made that has not been approved or is deemed in violation of the Covenants, the HOA has the right to ask the homeowner to remove the improvement from the property.

**Location and type of Improvement** \_\_\_\_\_

**Materials and Colors:** \_\_\_\_\_

SUBMIT COLOR SAMPLES FOR ALL PAINT, INDICATED IF PAINTING A SURFACE THAT HAS NOT BEEN PREVIOUSLY PAINTED. SUBMIT OR DESCRIBE COLORS FOR ROOFING, LUMBER, BRICK, SIDING AND OTHER MATERIALS.

**Dimensions** \_\_\_\_\_

HEIGHT, WIDTH, LENGTH, DISTANCE FROM LOT LINES

**Enclose a lot survey, drawing, or picture if Necessary.**

ARE ADDITIONAL PAGES ENCLOSED? YES ( ) NO ( )

**Building Permit**

IS A CITY OF CEDAR PARK BUILDING PERMIT NECESSARY? YES ( ) NO ( )

PERMIT NUMBER (OR TBD IF YOU WILL PROVIDE LATER) \_\_\_\_\_

**Improvement to be completed by (Self or Contractor name and contact info)**

**Estimate construction start and completion date** \_\_\_\_\_

I understand that the Architectural Control Committee will act on this request and notify me as quickly as possible. The ACC may contact me with questions or a request for more information. AMR status may be requested via phone or email after seven (7) days. I will be notified of official approval or denial in writing within thirty (30) days. If approved, I also understand that construction must be completed within ninety (90) days from the date of approval. Furthermore, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, building codes, etc. affecting such improvements.

**Homeowner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_