

Brook Meadows Homeowners Association
Property Modification Request (PMR)

Homeowner Information and Plans Submission to the Architectural Review Committee (ARC)

HOMEOWNER'S NAME: _____

ADDRESS: _____

PHONE(S) HOME: _____ WORK (CELL): _____

EMAIL ADDRESS: _____

DATE SUBMITTED: _____ DATE RECEIVED BY ARC: _____

In compliance with the BMHA Amended and Restated Declaration of Covenants, Conditions, and Restrictions (the "CC&R's") and the ARC Guidelines Process and Procedures (BMHA Administrative Resolution AR006), I herein request ARC approval to make the following changes, alterations, renovations, additions and/or removals (the "request") to my property as follows:

Proposal

- 1.) Provide sketch or plans to scale with all elevations incl. landscaping (if applicable)
- 2.) Provide description of all materials and colors

Is this an amendment to a previous request?

If yes, the approximate date of my previous request was: _____

I understand that in accordance with the CC&R's and AR006, the ARC will act upon this request and will provide me with a written notice of the results of the ARC action. I understand and agree to the following provisions:

1. No work, or commitment of work, will be made by me until I have received written notice of approval of this request from the ARC.
2. All work will be performed by either: myself: _____ (Yes/No) or by the following named Contractor(s): _____

- 3. If this request is approved (within twenty-one (21) days of submittal), the work would start on or about _____, and the scheduled completion date is _____. All work will be performed in a workmanlike manner as scheduled minimizing negative impact to my neighbors.
- 4. Any work not completed more than thirty (30) days after the scheduled completion date is not approved by the BMHA, and will require an amended request for a time extension to the ARC. This amended request will not jeopardize the original approval of my project, but will only advise of a delay of the completion of my project.
- 5. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes; regulations; and requirements in connection with this work, and I will obtain any necessary permits and approvals for the work. I understand and agree that the BMHA, its board of directors (the “Board”), agent and the ARC have no obligation or responsibility with respect to such compliance, and that the Board, or its designated ARC, approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement. I also agree that any approval of this project by the ARC, Board, or other BMHA designee is not warranty or guarantee of any safety issues or structural integrity of the approved project.

Homeowner #1 SIGNATURE: _____ DATE: _____

Homeowner #2 SIGNATURE: _____ DATE: _____

Please complete form, sign and forward along with all documentation to:

ARC
PO Box 492
Colleyville, TX 76034

or

email to: ARC@brookmeadows.org

ARC Action

MEMBER: _____ DATE: _____ APPROVED - DENIED - INCOMPLETE

MEMBER: _____ DATE: _____ APPROVED - DENIED - INCOMPLETE

MEMBER: _____ DATE: _____ APPROVED - DENIED - INCOMPLETE

ARC Comments (indicate email contact # of committee member if request denied):
