

# Saddle Oaks Homeowners Association

## Architectural Review Committee (ARC)

### Application for Property Modification

The ARC and the application process is set forth to protect property values by maintaining standards and consistency within the neighborhood. Per the Saddle Oaks Declarations of Covenants, Conditions, and Restrictions that all homeowners agreed to and signed when purchasing a property in Saddle Oaks, ANY property modification that will be visible from the outside must be approved by the Architectural Review Committee PRIOR to start of project. This would include, but may not be limited to, new construction, remodeling a home or exterior structure, adding or remodeling a pool, landscaping additions or removals, change of paint/stain, fence and roofing work. Conventional repairs that do not include any design, color or material changes do not require ARC approval. Homeowners may also be required to obtain necessary permits outside of ARC approval. Homeowners are encouraged to make further inquiries concerning property modifications before entering into construction contracts, purchasing materials, securing a loan, etc. For questions and clarifications, please contact John Mackenzie, Secure Management Association 940-497-7328.

## The Application Process

**Review the Saddle Oaks Declarations of Covenants, Conditions, and Restrictions** - Homeowner should review the governing declarations carefully before planning a property modification and submitting an application.

**Submit an application** - Homeowner will submit a complete application along with supporting documents and samples to the property mgmt company as instructed on the next page. The property mgmt company will forward the application documents to the ARC for review. The ARC will act on the application as quickly as possible but is allowed up to 30 days to make a determination. Incomplete information will cause delays in the process. Complete applications with thorough, detailed supporting documents will help expedite the process.

**Committee review** - The ARC will review the application and supporting documents and make on-site inspections as necessary. Homeowner will be contacted if the ARC has questions or needs additional information.

**Approval or Rejection** - Homeowner will be notified via email of the approval or rejection of the application within 30 days.

# Application Checklist

- \_\_\_\_\_ **Application** completed in full
- \_\_\_\_\_ Copy of **building permit(s)** if applicable
- \_\_\_\_\_ **Survey or plat plan** showing the dimensions of the proposed modification to scale in relation to the street, house, and property lines.  
Please include all **dimensions** of proposed modification including height.
- \_\_\_\_\_ **Scaled architectural plans, elevation drawings and/or sketches** of proposed modification.
- \_\_\_\_\_ **Detailed list of all exterior building materials, finishes and colors** including samples and/or photographs.

**Note:**

Survey/plat plan and architectural plans, drawings and sketches may not be required for paint and stain color change applications. These items may not be required for roof replacements that are not changing design, color or materials.

## Submit

Please plan to submit your application and supporting documents to our property management company. Scanned/mailed documents are preferred but you may submit hard copies via US mail.

**Mail Form to:**

Secure Association Management  
4251 FM 2181 · STE 230/309  
Corinth, Texas 76210

**Or Fax to:**

(940) 497-7328

**Or Email to:**

John@secure-mgmt.com