

# Saddle Oaks Homeowners Association

## Request for Architectural Modification

This is your application for proposed architectural modification. Please read it carefully. The Architectural Review Committee will review your information and will pre-approve or deny your request. You will receive a written response following the receipt of this request by the committee.

<b>Owner's Name:</b>		<b>Home Phone:</b>	
<b>Address:</b>		<b>Cell Phone:</b>	
<b>Email Address:</b>		<b>City Permit Received</b>	<input type="checkbox"/> Yes

**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

**Location of Improvement (check applicable area):**

- Front of House     Back of House     Garage     Driveway  
 Patio     Side of House     Sidewalk     Roof     Other: \_\_\_\_\_

**Check Improvements to be made:**

**Installation of Wooden Fence.**

**Note:** Your request must include specifics: Who will be performing the work, plat plan showing location of fence. Reference and follow the architectural requirements/guidelines in Saddle Oaks Covenants Section 7.9 Sight Distance and Intersections.

**Pool (Including Pumps and Equipment).**

**Note:** Your request must include specifics: Who will be performing the work, plat plan showing location of Pool, location of Pool Pumps and Equipment. Reference and follow the architectural requirements/guidelines in Saddle Oaks Covenants Section 7.21 Swimming Pools.

**Recreation and Play Equipment:**

**Note:** Your request must include specifics: Who will be performing the work, plat plan showing location of Play Equipment. Reference and follow the architectural requirements/guidelines in Saddle Oaks Covenants.

**Other:**

**Note:** Your request must include specifics: Who will be performing the work. Reference and follow the Declaration of Covenants, Conditions and Restrictions for Saddle Oaks.

**Detail of Work:** (List all dimensions, materials, and colors. Attach sketches or pictures as necessary)

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**I would like to start project:**

**Estimate Completion Date:**

**CERTIFICATIONS AND AGREEMENTS:**

Homeowner certifies that all materials submitted for this application are true and correct. Homeowner understands and agrees that no work be performed prior to or in deviation from the terms of a permit approved by the Architectural Review Committee. Homeowner will assume responsibility for all future maintenance of this addition or improvement. Homeowner acknowledges that their Association dues account is current.

In the event that the Homeowner fails to comply with the ARC Approved requirements, the ARC may require, amongst other things, the Owner to make the necessary corrections to bring the modification into compliance or to restore the modification back to the original condition. These changes will be done at the Homeowner's sole expense.

It cannot be stressed enough the importance of complying with the stated guidelines provided by the Association for these particular items on this pre-approved form. These modifications like any other will be reviewed and scrutinized by the Architectural Review Committee, the Board of Directors and the management agent/company.

**Note: If work is not completed by Estimate Completion Date then please contact Management Company for an extension.**

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Enter you name here to officially sign this electronic document.)

**Notice to Homeowners:** Your proposed improvement(s) may require a permit from the City/County Building Dept. You or your contractor should check with the Department about permit requirements before starting any work. No work shall be done which may change the existing drainage, landscaping or other common area items.

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**--- For Committee Use ---**

Sent to Architectural Review Committee: By: \_\_\_\_\_ Date: \_\_\_\_\_

Committee:  **Approved**     **Pre-Approved**     **Conditional Approval**     **Disapprove**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson)

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sent to Homeowner: By: \_\_\_\_\_ Date: \_\_\_\_\_