

**IMPORTANT INFORMATION FROM THE MARINE CREEK RANCH
ARCHITECTURAL CONTROL COMMITTEE**

A written request must be approved before conducting any exterior improvements; this includes adding landscaping, stone edging, patios, structural additions, pools, roofs, sheds, etc.

The ACC committee is here to assist you in making improvements to the exterior of your home or property. We are responsible for ensuring that all property modifications comply with the Covenants, Conditions and Restrictions (CC&R's).

The following items must accompany requests for property improvements:

1. A copy of your plat survey with the improvements drawn out indicating where they will occur. You should have received your plat survey from the title company when you closed on your home. The plat survey is required for all requests; no request will be approved without this survey.
2. If someone other than yourselves is performing the work, you must list the name of the person or company performing the work and a copy of the plans and scope of work.
3. The materials being used must be listed (slate, treated wood, aggregate, concrete, type of roofing materials, etc.).
4. Do not leave out details; be as descriptive as possible. Lack of details only delays the approval process.

Please send all requests to Legacy Southwest Property Management. Their information is given on the ACC Improvement Application and Review form.

Construction Restrictions

The following are restrictions and guidelines as described in the Marine Creek Ranch HOA CC&R as they pertain to improvements made to your home.

1. No work is to begin without prior approval from the Architectural Control Committee and, if necessary, a permit from the City of Ft. Worth has been received.
2. Only your property is permitted to be used for all phases of construction. Your neighbor's property or any property belonging to The Marine Creek Ranch HOA is not to be used in any way to access, store or transport any equipment, persons or vehicles.
3. No equipment is to be left overnight unless it is stored inside your enclosed garage. Contractors must remove all equipment at the end of each day's work.
4. No commercial vehicles are to be parked overnight except inside your enclosed garage.
5. Work can only be conducted during the times as defined by the city of Ft. Worth.

Marine Creek Ranch Homeowners Association

ARCHITECTURAL IMPROVEMENT APPLICATION AND REVIEW

Note: To avoid delay, make request as complete as possible or it will be returned for more information or denied as appropriate. Deed restrictions specify that approval must be obtained prior to construction.

Homeowner Name _____

Property Address _____

Mailing address (if different) _____

Phone _____ Email _____

Describe Modification/Improvement Project, including dimensions, location and materials involved

Has owner reviewed the Declarations of CC&R's for the Association? YES / NO

Does the modification meet the restrictions and regulations of the HOA? YES / NO

Was the City of Fort Worth contacted about necessary permits? YES / NO

Will modification/improvement be visible from the street in front of home? YES / NO

Will this project require temporary removal of fence? YES / NO

Preferred Project start date: _____ Estimated completion date _____

Name, address, phone number(s) of Contractor(s) performing work:

- Attach copy of contractor's plans and/or drawings for any added structures
- Attach copy of plat survey indicating where modification/improvement will occur
- Additional landscaping must indicate name of plants or trees to be added

Marine Creek Ranch Homeowners Association

ARCHITECTURAL IMPROVEMENT APPLICATION AND REVIEW

By signing and submitting this application I acknowledge that the information provided is correct and I agree to all terms within this agreement. I understand that the Architectural Control Committee (ACC) will act on this request and contact me in writing regarding their decision. I agree not to begin work on this improvement prior to receiving written approval from the Architectural Control Committee. I understand if any change is made without approval, I may be required to remove the improvement from my property at my expense. I also understand that all construction must comply with the Associations Governing Documents and all City codes. The ACC does not override any City code and the approval from the ACC is not an approval from the City. Prior to any commencement of work, I agree to obtain the necessary permits from the City. I agree not to alter existing drainage patterns on my lot without approval from the Board or Committee. I understand that approval is not a guarantee of structural safety or engineering soundness. I understand that failure to comply with all items in the agreement will result in the withdrawal of approval.

Signed _____

Date _____

Property address _____

This application must be mailed or emailed to:

Legacy Southwest Property
Management, LP

Attn: Danielle Lascalere
6010 W. Spring Creek Pkwy.
Plano, TX 75024
Voice: (214) 705-1615
Email: Danielle@legacysouthwestpm.com

Date Received by LSW: _____

Date Received by ACC: _____

(For ACC Committee Use Only)

ACC Decision (circle one):

APPROVED
MORE INFORMATION

DISAPPROVED

DENIED PENDING

ACC Authorized Signature: _____

_____ Date _____

Reasons or Conditions:
