

Castle Hill Burleson HOA Homeowner Project Checklist

The first step to any project is planning! Below is a checklist designed to help guide homeowners through the necessary steps to completing a successful project. Every project should be approved by the Architectural Control Committee. Some example projects that require approval include exterior painting, exterior home improvement, landscape, installation of fence and outbuildings; please refer to the Declaration of Covenants, Conditions and Restrictions for full details. We are here to help!

STEP 1

The Homeowners should gather all pertinent information relating to the project i.e. drawings, sketches, brochures, and photos. Obtain proper permits from the City of Burleson if applicable.

STEP 2

Obtain a copy of the Architectural Application from an ACC member, the Castle Hill Association Board, or from the website www.castlehillhoa.org and complete the required information. Keep a copy of the application for your records.

STEP 3

Present the application and attachments along with 2 copies of packet to a member of the ACC.

STEP 4

The ACC will review the application and may ask the homeowner for clarification.

STEP 5

Approval: A signed, approved copy of the Architectural Application will be returned to the homeowner within 15 days of submission. If the application is not returned within the 15 days, per the Declaration of Covenants, no response will constitute approval of the project.

Disapproval: A signed disapproved copy of the Architectural Application will be returned to the homeowner within 15 days of submission, with the reasons for disapproval stated.

This checklist was created to help guide homeowners through the approval process. Homeowners are responsible for reading the Declaration of Covenants, Conditions, and Restrictions to make sure their project is in compliance before submitting their completed form.

**Castle Hill Estates HOA
Architectural Control Committee**

Application for Architectural Change

Please use the area below to briefly describe all proposed improvements, alterations or changes to your lot or home. Attach required detail and sketches, drawings, clippings, pictures or other data. Show location of Item on your property on a copy of the survey. Application and accompanying documents must be submitted along with two copies and hand delivered or emailed to the Architectural committee. **No work on this request shall commence until you have received approval from the ACC.** This form will be returned to you within 15 days marked approved or not approved.

If additional space is needed, attach additional page(s)

Homeowner's signature _____ Date _____

Address _____

Phone (_____) _____ - _____ Email _____

Approved _____ Not Approved _____ Date _____

ACC Committee Signature _____

Gary Todd *
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