Castle Hill Burleson HOA Homeowner Project Checklist

The first step to any project is planning! Below is a checklist designed to homeowners follow 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 information along with the application in duplicate to a member of the ACC or Board member.

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	w to briefly describe all propo	sed improvements, alterations or	
· ·		sketches, drawings, clippings, pictures of	٦c
other data. Show location	of item on your property on	a copy of the survey. Application and	
accompanying documents	s must be submitted along wi	th two copies and hand delivered to an	
Architectural Control Committee member. No work on this request shall commence until			
you have received writte	en approval from the ACC.	The originals will be reviewed and	
returned within (15) fifteer		•	
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If additional space is need	ded, attach additional page(s)		
Homeowner's Signature		Date	_
Tiomcowner 3 digitatore		Date	
			_
Address	Phone		
Approved	Not Approved	Date	
Approved	Not Approved	Date	
			_
ACC Committee Signature	е		
Scott Atwood*	John Merk	Kyle Smith	
(817) 426-3024	(817) 426-3422	(817) 447-6123	
916 Bridle Path	301 Flagstone Dr	, ,	
*Board Member	22 . 1 .a.g	222 233.0 22	