



## PROPERTY IMPROVEMENT APPLICATIONS

### SPECTRUM HOMEOWNERS' PORTAL QUESTIONS & REQUIRED DOCUMENTS

#### AIR CONDITIONING UNIT/GENERATOR

- Is this request for an air conditioning unit or generator? \*
- What will the unit be placed on? \*
- Please specify the dimensions of pad or foundation if applicable\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

#### BASKETBALL GOAL

- Is this goal temporary/ removable or permanent? \*
- Where will the basketball goal be located? \*
- Will it be a permanent location? \*
- Please attach a photo or brochure of the goal with specifications of height, backboard material and color\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

#### CAMERAS

- Type of Camera(s)\*
- Location of Camera(s)\*
- Please attach photo or brochure of the camera(s)\*
- Please attach a plat map, rendering, or home photo and mark the areas of the home or lot the cameras will be added to\*
- Please attach photos of the areas of the home where the cameras will be installed\*

#### CONCRETE WORK/SLABS/PATIO/DECK

*[Adding a concrete slab attached to the house | Adding a concrete slab away from the house | Building a deck | Building a patio | Staining, painting, or otherwise refinishing a pre-existing deck, patio, or concrete slab]*

- Briefly describe the modification you would like to make\*
- Please list the materials to be used\*
- List the dimensions of the new area to be added\*
- Please list the dimensions of the slab: Length x Width x Thickness and the PSI (Concrete info) \*
- Will the new area have a cover? \*
- Please attach a design sample/ photo representation of how the project will look once completed. A photo of similar work completed by the contractor is also sufficient. \*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

#### COVERED PATIO/PERGOLA/GAZEBO/OUTDOOR KITCHEN

*[Add a covering to an existing patio | Remove a covering to an existing patio | Add a pergola | Add an outdoor kitchen | Build a gazebo | Make changes to an existing gazebo, including re-staining, painting, re-roofing, etc.]*

- Briefly describe the modification you would like to make\*
- Please list the materials to be used\*
- List the dimensions of the new area to be added, including max height\*



- Please attach a design sample/ photo representation of how the project will look once completed. A photo of similar work completed by the contractor is also sufficient. \*
- Will the top be open/ slats or have a solid cover/ roof? \*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

## **DOOR/GARAGE DOOR**

*[Painting or changing the look of an existing door | Adding a new door | Making any other changes to an entryway's appearance]*

- Which door are you improving or replacing? \*
- Are you using identical materials and colors to your current door? \*
- Please provide the door specifications to include the color\*
- Please attach a color picture or brochure of the door\*
- Please attach a current photo of the home including the door being replaced\*

## **DRIVEWAY/SIDEWALK**

*[Add to an existing driveway | Add to an existing walkway | Add decorative trim to an existing driveway or walkway | Build a new driveway | Build a new walkway]*

- Briefly describe the modification you would like to make\*
- List the dimensions of the new area to be added\*
- Please list the materials to be used\*
- Attach a photo of the existing area where the driveway/ walkway is being installed at\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

## **EXTERIOR PAINTING**

*[Your exterior window trim | The siding | Your brick | Your fascia | Your garage door(s)]*

- What area of your home will you be painting? \*
- Please breakdown detailing what portions of the home will be painted which color\*
- Please provide a color image of any paints or stains that will be used. Please include the brand and color name or code to be used. \*
- Please attach a current color photo of the home\*

## **FENCING**

*[Adding a new fence | Changing an existing fence | Painting, staining, or otherwise changing the look of an existing fence | Replacing an existing fence]*

- Are you moving the fencing location?
- Will you be using the same type of material as your current fence?
- Please attach current photo(s) of the current fence\*
- What materials will be used for the fence pickets? \*
- Please provide the width of fence pickets to be used\*
- Please provide the height of fence pickets to be used\*
- What material will your fence post be made of? \*
- Will you be installing a rot board? \*
- Total Fence Height (Including Rot Boards) \*
- How many backer rails will be used? \*
- Will you be staining your fence?\*



- Please attach a design sample or photo representation of how the project will look once completed. A photo of similar work completed by the contractor is also sufficient. \*
- Please attach plat map (TX) of the property and highlight the sections of fencing being replaced. If fencing location is changing, please mark where the fencing is being extended to. \*

## **FLAGPOLE**

- Please attach color photo or brochure of the flagpole\*
- Please provide dimensions of the flag\*
- Height of the flagpole\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

## **GUTTERS**

- Provide what material the gutters are made of to include the color of the gutters\*
- Attach a photo or brochure of the gutters\*
- Please attach a current color photo of the home\*
- Please provide a design plan showing the proposed locations of where the gutters are being installed, including locations of the downspouts\*

## **OTHER ADDITIONS**

*[Examples - Adding a pool house | Changing out the trim around your windows and doors | Changing, adding, or removing a trash can shield | Adding an addition to your home.]*

- Briefly describe the modification you would like to make\*
- List the dimensions of the new improvement\*
- Please list the materials to be used\*
- Please attach supporting color photos, brochures, or Architectural Design Plans\*
- Please attach plat map (TX) or of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

## **LANDSCAPING/IRRIGATION/DRAINAGE**

*[Adding or replacing irrigation or drainage | Adding artificial turf | Removing new plants | Removing or changing garden beds]*

- Please indicate the type of landscaping work you are doing\*
  - Artificial Turf
    - Please attach a photo sample or brochure of the artificial turf\*
  - French Drain/ Drainage
    - Briefly describe the modification you would like to make to drainage and location of improvement\*
    - Please list the materials to be used for drainage\*
    - Attach any supporting documentation, pictures, brochures, etc.\*
  - Irrigation
    - Briefly describe the modification you would like to make to irrigation and location of improvement\*
    - Attach any supporting documentation, pictures, brochures, etc.\*
  - Landscaping
    - Briefly describe the landscaping modification you would like to make\*
    - Attach any supporting documentation, pictures, brochures, etc.\*
  - Other



- Briefly describe the other modification you would like to make and location of improvement\*
- Attach any supporting documentation, pictures, brochures, etc.\*

## LIGHTING

*[Driveway lights | Tree accent lights | Walkway lights | House accent lights | Type of Lighting\* | Location of Lighting\*]*

- Please attach any supporting documentation, photos, brochures, etc. \*
- Please attach a current color photo of the home with the project location marked\*

## NEW HOME CONSTRUCTION

*This process involves multiple touch points and each association has various requirements, forms, and deposits. To start the initial processing please upload the following:*

- Design plan that includes: site plan, floor plan, electrical, roofing, elevation, and foundation.
- Color photo samples of all exterior materials- brick, stone, stucco, roof, paint, etc.
- Once received a member of our ACC team will reach out with any additional requirements and deposit amounts for your community.
- Please provide Design Plan, Septic Plan and Permit (if applicable), Certificate of Insurance (provided by Builder) and/or Foundation Form Plan\*
- Please provide color photo samples of the materials to be used for the exterior of the improvement\*
- Additional Information
- Are there any other documents that you would like to attach?
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

## OTHER REPAIRS

*Are you planning an update to the outside of your home but don't see your project on this list? Virtually all aspects of a home's outside appearance are regulated by the CC&Rs.*

*[ Doing any electrical work outside | Installing new house numbers | Briefly describe the modification or repair you're requesting\*]*

- Are you replacing with identical materials?\*
- Is the improvement location being changed?\*
- Please list improvement materials\*
- Please list improvement colors\*
- Attach any supporting documentation, pictures, brochures, etc.\*
- Please attach a current color photo of the home\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings.\*

## PLAYSCAPE/ TRAMPOLINE

*[Trampolines (with nets and without) | Playscapes | Swing sets | Tree houses]*

- Are you adding a playscape or trampoline? \*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*



## **POOL/ HOT TUB/ SPA**

*[Add a new pool | Change the location of an above ground pool | Add a hot tub or similar feature]*

- Type of Pool\*
  - In Ground
  - Above Ground/ Hot Tub/ Spa
- Please attach any supporting color pictures, brochures, or design plans\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings. \*

## **TRASH CAN ENCLOSURE/ PRIVACY SCREENING/ LATTICE**

- Is this request for a trash can enclosure, or lattice/privacy screening?\*
- Please list the materials to be used\*
- List the dimensions of the new improvement (L x W x H)\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings.\*

## **RAIN BARRELS**

- Please attach color photo or brochure of the rain barrels\*
- How many are being installed?\*
- Dimensions of the barrels\*
- Rain barrel color\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings.\*

## **RETAINING WALL**

- Briefly describe the modification you would like to make\*
- Please list the materials to be used\*
- Dimensions of the retaining wall (L x W x H) \*
- Please attach a photo(s) of the area where the retaining wall(s) will be constructed\*
- Attach any supporting documentation, pictures, brochures, etc. \*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings.\*

## **ROOF**

- Types of roof material that will need permission from the HOA to use:
  - Shingle
  - Metal
  - Clay
- Are you replacing with identical materials and colors to your current roof?\*
- Roof material \*
- Please provide the shingle manufacturer, shingle series, name of shingle color, and shingle warranty (i.e. 25-year, 30-year, etc.), or submit a brochure from the shingle manufacturer that lists all of this information on it
- Please attach a photo or brochure of the roofing material to be used\*
- Please attach a current color photo of the home to include the roof\*



## SATELLITE DISH

- Please describe where the satellite dish will be installed (front, side, or back of home roofline)\*
- Please provide the dimensions of the satellite dish\*
- Please provide photo(s) of the home with the project location marked\*

## SHED/ OUTBUILDING/ WORKSHOP

*[Expanding an existing structure on your home's property | Adding a structure on your home's property | Removing an existing structure on your home's property | Changing the outside appearance (painting, landscaping, etc.) to an existing structure on your home's property]*

- Please specify what the improvement is\*
  - Shed
  - Outbuilding
  - Workshop
- Length\*
- Width\*
- Peak Height\*
- Please indicate the material the building will be made of\*
- Body Color\*
- Trim Color\*
- Roof Material Color\*
- Will the building colors and materials match the home colors and materials?\*
- Please attach photo or brochure of the shed/ outbuilding/ workshop\*
- Please attach current photo(s) of the front and rear of the home to include the roof\*
- Please provide photo sample of the shed to be installed which show the design, colors and materials to be used\*
- Will the building be on a permanent base or slab?\*
- Will the shed or building have any electrical or plumbing added?\*
- Please attach plat map (TX) of the property with the improvement(s) location marked to include the distances from the fencing, property lines, and other structures/buildings.\*

## SIDING

*[Painting existing siding | Repairing existing siding | Adding and painting new siding]*

- Are you replacing with identical materials and colors to your current siding?\*
- Siding specifications\*
- Siding color\*
- Please attach color photo or brochure of siding\*
- Please attach a current color photo of the home\*
- Please attach photo(s) of the areas that need to be repaired\*

## SOLAR PANELS

*[Move existing solar panels | Add to an already existing solar panel set | Add all-new solar panels]*

- Type of Solar Panels\*
  - Ground
  - Roof Mounted
- Please attach panel specifications\*
- Please attach panel map\*



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## **WINDOWS/ SHUTTERS/ SOLAR SCREEN**

*[Add any new windows | Remove any existing windows | Change the type of a pre-existing window]*

- What are you adding or replacing? \*
  - Windows
  - Shutters
  - Solar Screens
- Please attach a current color photo of the home\*