



## Request for Architectural Control Committee Approval

This is your application for approval by the Architectural Control Committee of an improvement to your lot or home. Please read it carefully. The Architectural Control Committee will review your information and approve or deny your request. The Architectural Control Committee has the allowance of up to sixty (60) days to respond with a decision (following the receipt of this request). You may email, mail or drop off this completed request form.

Mail or Deliver to: FirstService Residential  
12209 Timberland Blvd.  
Ft. Worth, TX 76244  
Attn: Villages of Woodland Springs

Email: [vows.admin@fsresidential.com](mailto:vows.admin@fsresidential.com)

On-site Office Phone (817)741-1719 Fax (817)741-1720

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Description of requested approval/ board notification:

Please include a copy of the plat or site plan of your lot showing the exact location, height/square-footage of the improvements, existing structures and property lines and a complete list of construction materials and construction drawing/plans.

#### Certification and agreements:

Homeowner certifies that all materials submitted to the Architectural Control Committee with this application for review are true and correct. Homeowner understands and agrees that no work may be performed prior to or in deviation from the terms of a permit approved by the Architectural Control Committee. Homeowners agree to be bound by the Architectural Control Committee Rules and Standards.

Date of application \_\_\_\_\_

Estimated start date \_\_\_\_\_

Estimated completion date \_\_\_\_\_

Homeowner Signature \_\_\_\_\_

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Date Received by FirstService Residential

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Date Received by the Architectural Control Committee

## Architectural Request Form Guidelines/How it works

Please Note: You will always need to refer to the Declaration of Covenants, Conditions and Restrictions (DCC&R's) for any architectural guidelines and questions. If after reading the DCC&R's you still have questions or concerns, please do not hesitate to call the HOA office at 817-741-1719 and we will be happy to assist you.

Per the Declaration of Covenants, Conditions and Restrictions of the Villages of Woodland Springs Homeowners Association, Inc., no Architectural or Landscaping Changes may be made without first getting approval from the Architectural Control Committee (ACC).

FirstService Residential is not the ACC and does not make the decisions, but acts as a liaison between the Board of Directors/ACC and the homeowner(s).

1. Please fill out the ACC request form completely. If it is incomplete, the ACC will send it back and the time period in which the ACC has to make a decision starts all over again. The association wants you to have your request answered in as timely a manner as possible and can better achieve this if the form is complete the first time.
2. Please be certain to include a copy of the plat or site plan of your lot with the correct figures/measurements and placement clearly masked. You should have received a plat copy or site plan in your closing documents. (Unfortunately, FirstService Residential cannot obtain this for you. It will be necessary to contact the title company that handled the closing.)
3. Please include any plans, material samples you have, etc. (depending on the project) as well as the requirements outlined in the DCC&R's. This could include a need for a list of materials (wood: type and color, stain: type and color, brick: type and color, metal: type and color, etc.) and possibly samples of the materials if the ACC requests it after the initial application. FirstService Residential cannot fill out the ACC request form, plat, materials list etc., for the homeowner. It is the homeowner(s) responsibility to obtain and complete these items, however, FirstService Residential will do everything possible to help guide you in order to complete your request.
4. Once you have filled out the paperwork correctly, include your plat, and any other requirements according to the DCC&R's, you can mail or fax it to the following. (if the materials involved to show type/ color/ weight, etc. you will need to mail or deliver your application along with the material samples.):
  - a. Mail or deliver to: FirstService Residential  
12209 Timberland Blvd.  
Fort Worth, Texas 76244  
Attn: Villages of Woodland Springs
5. In accordance with guidelines in the DCC&R's, the ACC is allowed to take up to 60 days to return a decision. (If your DCC&R's say otherwise, you do not have an updated copy and need to refer to the Community Update this insert was enclosed with!) The ACC looks at each request on an individual basis, as the lots in your community differ in size and placement within the development. What may not be acceptable for one area (because of but not limited to: view or height issues) may be allowed in another area of the development.
6. Once FirstService has received the application & determined it has been properly submitted, it is immediately logged and forwarded to the ACC on the same day it is received. If it something that requires mailing, it may take 2 to 3 days before the ACC receives your application. A log is kept so that FirstService Residential can follow up on ACC requests and make certain your response happens in+ as timely a manner as possible.
7. Once FirstService receives the response from the ACC, it is logged and then forwarded to the homeowner on the same day FirstService receives it. If you should disagree with an ACC decision concerning your request, you will need to write your appeal and send it in for response from the ACC. FirstService cannot change the decision made by the ACC. Only the ACC can make that determination.
8. We hope this guideline helps you with any Architectural Requests you many have in the future. Please do not hesitate to call the office at (817) 741-1719 or email [vows.admin@fsresidential.com](mailto:vows.admin@fsresidential.com).