
APPLICATION PROCESS

This application will be available for public review at Pioneer Property Management for a period of five business days after it has been determined that it is complete.

1. An Architectural Control Committee (ACC) decision is required within 35 calendar days after acceptance by the ACC of a **COMPLETE** application.
 2. This application will be revoked automatically if the alteration has not commenced within 90 days from the approval date of this application, or has not been completed within 30 days of the completion date specified in the approved application. Written ACC approval of any extension of time is required.
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APPLICATION PROCEDURES

Please follow the steps listed below for a successful application process:

1. Provide your complete name, address, neighborhood, lot number and both home and work phone numbers.
2. Describe the alteration in full detail by providing sketches, drawings, clippings, pictures, catalog illustrations and/or other pertinent data on attached sheets. Provide a copy of your site plan (the surveyor's plat given to you at closing) that depicts the dimensions and location of your requested alteration. *NOTE: You received a copy of your plat with the paper work at your closing.*
3. Cite those page(s) and section(s) of the Covenants, Conditions and Restrictions (CC&Rs) that pertain to your specific alteration.
4. Once the application is complete, obtain the signatures of the individuals residing in the **THREE** properties that are directly or most affected by your alteration. Because they are adjacent and/or have a view of your house it is important to make them aware of pending changes. These signatures indicate an awareness of your intent, not approval or disapproval. Any resident with questions, comments or concerns regarding the intended alterations can immediately notify the Association by contacting Pioneer Management, in writing.
5. Please sign and date the application on page 3. The ACC cannot accept this application unless **ALL** procedures are followed. Please make/keep a copy and deliver or mail this completed application to:
- 6.

Tanglewood Oaks Owners Association
Attn: JW Phelps
611 AS Congress; Suite 510
Austin, TX 78704

Upon submittal of application please contact JW Phelps by telephone at **447-4496, extension 125; fax 512-443-3757;** or by email at judy@pioneeraustin.com for verification of receipt. This will expedite the process and help with tracking.

APPEALS PROCESS

Decisions of the ACC may be appealed to the TOOA Board of Directors if you or any affected neighbors feel that any of the following conditions apply:

1. Proper procedures were not followed during the administrative and review process.
2. You were not given a fair hearing.
3. The ACC decision was arbitrary and did not have a rational basis.
4. Or, that all applicable information was not considered.
5. A written request for a review, which states the individual's position must be received at **Pioneer Property Management (same contact as above)** no later than ten working days from the date, the decision was made by the ACC.

TANGLEWOOD OAKS ARCHITECTURAL REQUEST FORM

Applicant Name(s) _____

Address _____

Neighborhood _____ Lot Number _____

Home Phone _____ Work Phone _____

SUMMARY / DESCRIPTION

Attach additional sheets for complete description of alteration

Pertinent CCR's Page(s) _____ Section(s) _____

Estimated Start Date _____ Estimated Completion Date _____

Has exterior alteration commenced / completed prior to ACC review/approval? YES/NO

NEIGHBORHOOD AWARENESS

As one of the most affected residents of the proposed architectural alteration mentioned above, you are being asked to sign on this application. Please note your signature does not constitute approval or disapproval. It acknowledges that you are aware of the proposed alteration. If you have any questions, comments or concerns, please notify the Association through Pioneer Property Management in writing. If any written statements are received, this application will be held and reviewed at the next full ACC meeting.

Neighbor Signature _____ Date _____

Printed Name _____ Address _____

Neighbor Signature _____ Date _____

Printed Name _____ Address _____

Neighbor Signature _____ Date _____

Printed Name _____ Address _____

APPLICANT AWARENESS

By your signature, you are aware of the following caveats; that is, I understand that:

Any approval is contingent upon the alteration(s) being completed in a workman-like manner and maintained in a reasonable state of repair henceforth.

Any construction or exterior alteration made before approval of this application is not recommended. If alterations have been made prior to approval, then I may be required to return this property to its former condition at my own expense.

Nothing contained in this application shall violate any of the provisions of the Building and Zoning Codes of the City of Austin.

The dimensions and locations shown on the site plan (plat) are exact and in accurate relationship to existing structures.

My neighbors' signatures indicate an awareness of my intent and do not constitute or indicate an approval or a disapproval of my application.

Affected community members may review this application at the Pioneer Property Management office and attach any notes or comments for consideration by the ACC. If any written statements are received, this application will be held and reviewed at the next full ACC meeting.

Members of the Board of Directors or the ACC are permitted to enter upon my property (at any reasonable hour) for the purpose of inspecting the proposed application, the project in progress, or the completed project. Such an inspection does not constitute a trespass.

I am aware of the Tanglewood Oaks Covenants, Conditions and Restrictions and the ACC Guidelines.

Applicant(s) Signature(s) _____ Date _____

_____ Date _____

ARCHITECTURAL REVIEW COMMENTS:

Approved / Disapproved Signature _____ Date _____

Comments _____

Approved / Disapproved Signature _____ Date _____

Comments _____

Approved / Disapproved Signature _____ Date _____

Comments _____