

Summit Ridge Architecture Control Committee
Exterior Modification and Other Improvement Request Form (12/10/2025)

Property Owner Name(s): _____

Current Mailing Address: _____

Contact Number: _____ E-Mail Address: _____

Property Address: _____ Unit-Block-Lot #'s: _____

Start Plan Date: _____ Who performs Plan: _____

****STOP & NOTE** Failure to complete this FORM and/or omit required information as documented below will result in DENIAL of the submitted Plan.**

REQUIRED: Survey, Rendering & Details must be submitted same time as this completed FORM. Check mark each 'blank' line to CONFIRM their submission is with this FORM.

____ Copy of Lot SURVEY indicating improvement location(s) with 'setback' requirements

____ Rendering document(s) of proposed improvement Plan on your Lot

____ Provide details of improvement. Submit: sketch/drawing document(s) plus color photos of actual materials/items used for improvement Plan

****STOP & NOTE** 1 (one) project Plan per FORM. EX: Pool + Shed = 2 separate FORMS**

LANDSCAPING: a minimum of 25' (feet) from FRONT and 15' (feet) from LEFT & RIGHT side of dwelling are to be illustrated in submitted 'rendering' document. OMIT 'side' if driveway or if cement/blacktop. DCCR 3.5 documents timeline for completion at **90 days** (3 months) once dwelling is occupied. If additional time is needed contact HOA management. Landscape must be completed by **60 days** (2 months) from initial 'final approval' date. **VIOLATIONS:** the LOT must be mowed/maintained from the FRONT and applicable SIDES of dwelling to the street LOT LINE. Failure to complete the Landscape project and/or maintain the LOT can result in HOA management violations and potential monetary fines.

POOL EQUIPMENT: submission of inground pool Plan must include a picture of pool equipment 'cover/fencing'. Pool equipment cannot be visible from the STREET and/or a NEIGHBOR's view. Cover/fencing materials for pool equipment must match the main dwelling exterior. Submit color picture of main dwelling exterior to support the match.

****STOP & NOTE****

The Summit Ridge ACC 'Exterior Modification and Other Improvement Request' FORM is to be thought of as a **CONTRACT**. What is **WRITTEN** in the **FORM** is what the 'submitted' supporting pdf and/or jpeg attachments must match.

EX: black mulch = pic of black mulch. Brown rock = pic of brown rock. Vitex trees = pic of Vitex tree. Brown metal shed roof = pic of brown metal shed roof.

REQUIRED: describe your exterior modification and/or improvement **Plan**. Submit pictures to confirm what is written here. **EX:** pool or shed or casita or Xeriscape or Landscape.

REQUIRED: describe ALL **material types/color(s)** of your submitted Plan. Submit pictures to support what is written here. **EX:** Xeriscape= white rock, black mulch, vitex trees, cactus.

I understand that final approval of this request is required PRIOR to initiating any Plan work.

The HOA will provide written notification of its decision via the email and 'current address' provided above within thirty (30) days from receipt of a complete application.

Any changes to the original/approved plans must be resubmitted as a new 'Improvement Request' to the HOA management company/ACC and PRIOR to initiating the change.

Failure to do so could result in the ACC requesting that the property be returned to its original condition.

I understand that, as noted in DCCR 3.2, once the ACC grants approval, such building, structure, or improvement shall be commenced within six (6) months from the date of approval and shall be completed within twelve (12) months from the date of approval.

If not completed within twelve (12) months from the date of approval, the homeowner will submit a status update of the approved project to the ACC.

I understand that, as noted in DCCR 6.10, the ACC, at its option, may inspect all work in progress to ensure compliance with approved Plans and Specifications.

I understand that all construction will maintain compliance with the Summit Ridge Declaration of Covenants, Conditions, and Restrictions (DCCR's), as amended.

Property Owner's signature: _____

Date: _____