

Brookfield Melissa Homeowners Association, Inc.

ARCHITECTURAL IMPROVEMENT APPLICATION AND REVIEW

Note: To avoid delay, make request as complete as possible or it will be returned for more information or denied as appropriate. Deed restrictions specify that approval must be obtained prior to construction.

Homeowner Name: _____

Property Address: _____

Mailing Address (if different):

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____ @ _____

Describe Modification/Improvement/Project, including dimensions, Location, materials, and colors involved:

Has Owner review the Declaration of Covenants, Conditions and Restrictions (CC&Rs) for the Association? YES / NO
YES / NO

Was the City of Melissa contacted regarding all necessary permits for subject modification/improvement/project(s)?

Will the modification/improvement/project be visible from the street in front of the home? YES / NO

Will this modification/improvement/project require the temporary removal of fencing? YES / NO

Preferred modification/improvement/project start date: _____

Estimated modification/improvement/project completion date: _____

Name, address, phone number(s), and email address(es) of Contractor(s) performing work:

- Attach one (1) copy of contractor's plan(s) and/or drawing(s) and/or photos for any added structures
- Attach one (1) copy of plat survey indicating location of proposed modification/improvement/project
- Additional landscaping must include name of trees and/or plants being added

Brookfield Melissa Homeowners Association, Inc.

ARCHITECTURAL IMPROVEMENT APPLICATION AND REVIEW

By signing and submitting this application, I acknowledge the information provided is correct and I agree to all terms within this agreement. I understand the Architectural Control Committee (ACC) will act on this request and contact me in writing regarding their decision. I agree not to begin work on this improvement prior to receiving written approval from the Architectural Control Committee. I understand if any change is made without approval, I may be required to remove the improvement from my property at my expense. I also understand all construction must comply with the Associations' Governing Documents and all City codes. The ACC does not override any City code and approval from the ACC is not an approval from the City. Prior to any commencement of work, I agree to obtain all necessary permits from the City. I agree not to alter existing drainage patterns on my lot without approval from the City, Board or Committee. I understand approval is not a guarantee of structural safety or engineering soundness. I understand failure to comply with all items in the agreement will result in the withdrawal of approval.

Signed _____

Date _____

Property address _____

This application must be mailed or emailed to:

Brookfield Melissa HOA
Legacy Southwest Property Management
5600 Tennyson Pkwy. Ste 270
Plano, TX 75024
Voice: 214-705-1615 ext. 128
Email: Teri@Legacyswhoa.com

(For ACC Committee Use Only)

ACC Decision (circle one):

APPROVED DISAPPROVED DENIED PENDING MORE INFORMATION

ACC Authorized Signature: _____ Date: _____

Reasons or Conditions: _____

Date Received by LSW: _____

Date Received by ACC: _____