

# THE HOA ARCHITECTURAL COMMITTEE APPLICATION PROCESS

Before making any changes to your property, you must first file a request.

## 1. FILL OUT AN ARCHITECTURAL APPLICATION FORM

To initiate the process, you will need to fill out an Architectural Application form. Forms are available on PayHOA.com or by contacting the office. ([RivershireOffice@gmail.com](mailto:RivershireOffice@gmail.com) , phone: 936-539-6028.) This form will ask you for all the pertinent details of your request, including but not limited to height, width, depth, types of materials, color, relation to property line, etc.

## 2. COMMITTEE REVIEW

The Architectural Control Committee meets regularly to discuss and review applications. The committee will go through each application in good faith and make decisions based on sound judgment and reason. Reviews will be based on the architectural guidelines found within the association's governing documents.

## 3. ARCHITECTURAL COMMITTEE DECISION

Following review, the ACC will then approve or deny the request. Homeowners will be notified in writing of the ACC's decision within 30 days from the date of the request.

If the committee chooses to deny the request, the reason for denial will be included with the written decision. The homeowner will also be instructed on how to appeal a denial to the Board of Directors.

Per Rivershire's Records Retention Policy, a copy of the request form and decision will be retained in the homeowner's file in the HOA office.

**\*\* APPROVAL IS BASED ON CONFORMANCE WITH THE DECLARATION OF COVENANTS, AND AESTHETIC CONCERNS. APPROVAL BY THE ACC DOES NOT CONSTITUTE APPROVAL BY THE LOCAL BUILDING DEPARTMENT OR ANY OTHER AGENCY WHICH MAY REQUIRE PRIOR APPROVALS AND PERMITS. NO REPRESENTATION IS MADE OF APPROVAL OF STRUCTURAL INTEGRITY. \*\***

## ALWAYS SEEK APPROVAL FIRST

You may feel tempted to begin the construction or installation process before the ACC gives you the go signal. But don't let your impatience get the better of you.

Starting the construction or installation process without approval from the ACC will only waste your time and money. You may be forced to undo what has already been done and start over according to the guidelines.

## VIOLATING HOA ARCHITECTURAL GUIDELINES

Violations of the Architectural Guidelines are referred to the Board of Directors. The Board will send you written notice of the violation and may impose a monetary fine. Per Section 209.007 of the Texas Property Code, you have a right to a hearing in front of the board to dispute the violation and fine. If you desire a hearing, written notice of your request must be received at our office within 30 days of your receipt of this letter. Upon receipt of your written request, you will be furnished with a date, time, and place of the hearing. If you are serving on active military duty, you may have special rights or relief related to this enforcement action under federal law, including the Service Members Relief Act (50 USC app. Section 501 et seq.)