

Estates of Little Bear Homeowners Association

Architectural Review Committee (ARC)

Application for Property Modification

The ARC and the application process set forth to protect property values by maintaining standards and consistency within the neighborhood. Per Estates of Little Bear Declarations of Covenants, Conditions, and Restrictions that all homeowners agreed to and signed when purchasing a property in Estates of Little Bear, ANY property modification that will be visible from the outside must be approved by the Architectural Review Committee PRIOR to start of project. This would include, but may not be limited to, new construction, remodeling a home or exterior structure, adding or remodeling a pool, landscaping additions or removals, change of paint/stain, fence and roofing work. Conventional repairs that do not include any design, color or material changes do not require ARC approval. Homeowners may also be required to obtain necessary permits outside of ARC approval. Homeowners are encouraged to make further inquiries concerning property modifications before entering into construction contracts, purchasing materials, securing a loan, etc. For questions and clarifications, please contact our offices, Secure Management Association 940-497-7328.

The Application Process

Review Estates of Little Bear Declarations of Covenants, Conditions, and Restrictions as well as Design Guidelines - Homeowner should review the governing declarations carefully before planning a property modification and submitting an application.

Submit an application - Homeowner will submit a complete application along with supporting documents and samples to the property management company as instructed on the next page. The property management company will forward the application documents to the ARC for review. The ARC will act on the application as quickly as possible but is allowed up to **30 days** to make a determination. Incomplete information will cause delays in the process. Complete applications with thorough, detailed supporting documents will help expedite the process.

Committee review - The ARC will review the application and supporting documents and make on-site inspections as necessary. Homeowner will be contacted if the ARC has questions or needs additional information.

Approval or Rejection - Homeowner will be notified via email of the approval or rejection of the application within **30 days**.

Application Checklist

- _____ **Application** completed in full
- _____ Copy of **building permit(s)** if applicable
- _____ **Survey or plat plan** showing the dimensions of the proposed modification to scale in relation to the street, house, and property lines.
Please include all **dimensions** of proposed modification including height.
- _____ **Scaled architectural plans, elevation drawings and/or sketches** of proposed modification.
- _____ **Detailed list of all exterior building materials, finishes and colors** including samples and/or photographs.

Note:

Survey/plat plan and architectural plans, drawings and sketches may not be required for paint and stain color change applications. These items may not be required for roof replacements that are not changing design, color or materials.

Submit

Please plan to submit your application and supporting documents to our property management company. Scanned/mailed documents are preferred but you may submit hard copies via US mail.

Mail Form to:

Estates of Little Bear HOA, Inc.
ATTN: ARC Request Enclosed
c/o Secure Association Management
PO Box #51555
Denton, TX 76206

Or Email to:

Nubia Neri
nubia@secure-mgmt.com
Subject line: "ARC Request + Your Address"

Estates of Little Bear Homeowners Association, Inc.

Request for Architectural Modification

This is your application for proposed architectural modification. Please read it carefully. The Architectural Review Committee will review your information and will pre-approve or deny your request. You will receive a written response following the receipt of this request by the ARC.

Owner's Name:		Home Phone:	
Address:		Cell Phone:	
Email Address:		City Permit Received	<input type="checkbox"/> Yes

Mail Form to:

Estates of Little Bear HOA, Inc.
c/o Secure Association Management
ATTN: ARC Request Enclosed PO
Box #51555
Denton, Texas 76206

Or Email to:

Nubia Neri
nubia@secure-mgmt.com
Subject line: "ARC Request + Your Address"

Location of Improvement (check applicable area):

- Front of House Back of House Garage Driveway
 Patio Side of House Sidewalk Roof Other: _____

Check Improvements to be made:

Installation of Fences and Walls.

Note: Your request must include specifics: Who will be performing the work, plat plan showing location of fence. Reference and follow the architectural requirements/guidelines in Estates of Little Bear Governing Documents

Swimming Pool (Including Pumps and Equipment).

Note: Your request must include specifics: Who will be performing the work, plat plan showing location of Pool, location of Pool Pumps and Equipment. Reference the architectural requirements/ guidelines in Estates of Little Bear Governing Documents.

Patio and Arbor:

Note: Your request must include specifics: Who will be performing the work, plat plan showing location of Roof/Arbor. Reference & follow the architectural requirements/guidelines in Estates of Little Bear Governing Documents.

Other:

Note: Your request must include specifics: Who will be performing the work. Reference and follow the architectural requirements/guidelines in Estates of Little Bear Governing Documents

Detail of Work: (List all dimensions, materials, and colors. Attach sketches or pictures as necessary)

I would like to start project:	Estimate Completion Date:
---------------------------------------	----------------------------------

CERTIFICATIONS AND AGREEMENTS:

Homeowner certifies that all materials submitted for this application are true and correct. Homeowner understands and agrees that no work be performed prior to or in deviation from the terms of a permit approved by the Architectural Review Committee. Homeowner will assume responsibility for all future maintenance of this addition or improvement. Homeowner acknowledges that their Association dues account is current.

In the event that the Homeowner fails to comply with the ARC Approved requirements, the ARC may require, amongst other things, the Owner to make the necessary corrections to bring the modification into compliance or to restore the modification back to the original condition. These changes will be done at the Homeowner's sole expense.

It cannot be stressed enough the importance of complying with the stated guidelines provided by the Association for these particular items on this pre-approved form. These modifications like any other will be reviewed and scrutinized by the Architectural Review Committee, the Board of Directors and the management agent/company.

Note: If work is not completed by Estimate Completion Date then please contact Management Company for an extension.

Homeowner Signature: _____ Date: _____
(Enter you name here to officially sign this electronic document.)

Notice to Homeowners: Your proposed improvement(s) may require a permit from the City/County Building Dept. You or your contractor should check with the Department about permit requirements before starting any work. No work shall be done which may change the existing drainage, landscaping or other common area items.

---- For Committee Use Only ----

Sent to Architectural Review Committee By: _____ Date: _____

ARC: **Approved** **Pre-Approved** **Conditional Approval** **Disapprove**

By: _____ Date: _____
(Chairperson)

Comments:

Sent to Homeowner: By: _____ Date: _____