

**TWIN FORKS ESTATES**

**ARCHITECTURAL CONTROL FORM (REVISED 8-24-24)**

Please complete and return this ACC form to: twinforksleakey@gmail.com, put ACC in subject line. Prior to building or adding any of the following structures to your property as per FCIA By-Laws, Covenants, Conditions and Restrictions. The CCR's can be found on the website, twinforksleakey.com.

**A construction fee will be added if applicable.**

DATE \_\_\_\_\_ NAME \_\_\_\_\_

TWIN FORKS PHYSICAL ADDRESS, LOT # \_\_\_\_\_, Street Address \_\_\_\_\_

**Contact info:**

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Home address \_\_\_\_\_

**Signature of Owner:**

\_\_\_\_\_

**NATURE OF REQUEST: (please check)**

\_\_\_\_\_ Home Building:

Type of home: \_\_\_\_\_ Foundation, \_\_\_\_\_ Pier and beam.

\_\_\_\_\_ Sq. feet not including porches, garages, attics.

\_\_\_\_\_ Mobile Home:

Year \_\_\_\_\_ (Must be in "like new" condition)

Dimensions \_\_\_\_\_ Color \_\_\_\_\_ Model \_\_\_\_\_

Manufacturer \_\_\_\_\_

\_\_\_\_\_ Barn, \_\_\_\_\_ Storage building, \_\_\_\_\_ Carport, \_\_\_\_\_ Garage, \_\_\_\_\_ Driveway, \_\_\_\_\_ Patio, \_\_\_\_\_ Deck /Porch,

\_\_\_\_\_ Outdoor Enclosure (greenhouse, outdoor Kitchen), \_\_\_\_\_ RV Pad, \_\_\_\_\_ Fence/Wall,

\_\_\_\_\_ Swimming Pool (in ground), \_\_\_\_\_ Addition to Home or Mobile Home, \_\_\_\_\_ Mobile Home pad.

**Enclose your Lot plat W/added structure(s) drawn in & picture(s) with this application, PLEASE.**

**Other Structures:**

**Description please include outside dimensions, materials, and color(s):**

\_\_\_\_\_

\_\_\_\_\_

**Estimated start date of building or delivery? \_\_\_\_\_ (120 days to complete outside)**

**INSTRUCTIONS FOR SUBMISSION:**

- Complete and submit this form prior to any construction, destruction or move in of any pre-made structures at least 30 days before commencing with project.
- Locate your survey pins (Subdivision Plat) or use a current surveyor's document to determine placement on the lot. Do NOT Guess.
- Draw a diagram of your lot with dimensions or use your surveyed property diagram. Draw the outline of your proposed construction project (mobile, storage, etc.) on the diagram to show the location of the above item(s). **Include the size and shape of the structure and distance from each property line. If it is an addition to present structure, include the addition and present structure.** Estimate date of construction or move in and/or out for mobile home and a set update for other structures.
- Submit a picture from the dealer/manufacturer or personal photo of mobile home unit, storage unit, barn, carport, or fence/wall. Name of building contractor and a description of home is satisfactory.
- Email this form with ACC in subject line to: twinforksleakey@gmail.com.
- Your form will be reviewed by the Architectural Control Committee composed of 3 of your fellow property owners. This group will accept or reject the plan.
- If your plan is accepted, a signed copy will be returned to you within 3 weeks.
- If your plan is rejected, you will receive written communication as to what other information is needed or recommendations to be approved. Your 30-day timeline starts over at this point.
- The Board of Directors will examine the Committee's acceptance and will only reject the recommendation if there are discrepancies or if more information is needed.
- You have a right to appeal the denial decision from the Architectural Control Committee or the Board of Directors to the board by presenting your reasoning at a regularly scheduled board meeting or by electronic communication.
- **Reference Texas Property Code 209.00505 for complete details.**

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**Office Use Only**

Document # 24-\_\_\_\_\_ Date HOA Received Request: \_\_\_\_\_

Date ACC received complete form and supporting documents: \_\_\_\_\_.

**This Architectural Request was:**

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Denied**

\_\_\_\_\_ Mary Kay Windham (DATE \_\_\_\_\_)

\_\_\_\_\_ Susan Deagan (DATE \_\_\_\_\_)

\_\_\_\_\_ Michael Crawford (DATE \_\_\_\_\_)

Date: \_\_\_\_\_ Comments/Recommendations:

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**Applicant Notification Date:** \_\_\_\_\_. **Construction Fee if Required: Amount of \$** \_\_\_\_\_ **due before delivery or construction start. Checks payable to FCIA. Outside construction must be complete within 120 days of notification date.**

