Rev 12-2011

Avondale Homeowners Association, Inc.

ACC FREQUENTLY ASKED QUESTIONS – (FAQ)

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1. When Should I Submit an Architectural and Landscape Change Request?

You should submit an Architectural and Landscape Change Request Form any time you wish to make an alteration / improvement to the exterior of your home or lot. We encourage you to contact the Avondale Homeowners Association, Inc. for guidance – see also the next FAQ for specific changes/improvements your neighbors have made that required ACC approval.

2. What types of changes do I need ACC approval for?

The follow listing is not an all-inclusive list of changes/improvements that require ACC approval – the ACC and Board may update this from time-to-time as necessary. If you are not sure whether to complete a change request for your planned project, contact an ACC member, or a member of the Board. Common changes/improvements requiring ACC approval include:

A. A roof replacement for any structure on your lot – home, detached, or other building/structure. If you plan to change the type of roofing material, or color, you will need to provide the existing material/color and the proposed material/color. If a professional roofer is performing the work for you, you should attach a copy of the work order to your change request form. Materials and debris must be hauled off of your property by your contractor.
B. Pools and hot tubs whether in-ground or aboveground. Include a City of DeSoto building permit with your request and diagrams showing the location of the improvement on your lot, including plumbing and electric runs. (Be sure your contractor gives adequate consideration to drainage in the construction plans).
C. Changes or additions to fencing including height, color, style and/or type of material. Extension of existing fencing or erecting new fencing is included.
D. Chain link fencing proposals will be denied.
E. Fences exceeding eight feet in height will be denied.
F. Painting of a wood fence will cause a change request to be denied (wood fences must be Stained (earth tone color). Please provide sample of color scheme and brand to be used.
G. Detached buildings.
H. Concrete, wood, or stone flatwork:
    i. Patio (including patios and related structures in your backyard)
    ii. Driveway extensions
    iii. Pathways (front, side, or back of your home)
I. Paint or color changes to your home or any detached building.
J. Mesh and bars (metal or plastic) screen or bars covering door and windows will be denied
K. Solar screens

3. When does the Architectural Control Committee issue violation letters?

The ACC **does not** issue violation letters – the Committee will refer violations to the Board for review. ACC-noted violations referred to the Board only include those violations surrounding exterior changes to your home or lot.
Here are a few examples:

1) You started / completed a project that required ACC approval, and did not submit a change request form.
2) You made a material change(s) (color, materials, and dimensions) to your project after ACC approval
3) was given and did not inform the ACC.
4) Old text deleted

4. What Should I Include with My Change Request Form?

To avoid any delay in the review of your request, you should submit:

- ✓ Completed Architectural and Landscape Change Request Form
- ✓ Drawings or plans that clearly illustrate the project and its location on your property
- ✓ Pictures of sample materials you will be using
- ✓ Description or sample of the colors you will use (if applicable)
- ✓ Any other document (or sales brochure) you believe will assist the ACC in their review of your request

The amount of materials you submit will be dependent upon availability and the scope of your project. The ACC Chairman will contact you if there is additional information / documentation needed.

5. Where do I submit My Change Request Form?

Your completed change request form and all attachments are to be delivered, **IN DUPLICATE**, to the:

ACC Chairman:
Avondale Homeowners Association, Inc.
P.O. Box 2382
DeSoto, Texas 75123-2382
Telephone: (214) 770-0801
Avondalehoatx@gmail.com

6. Is there a Preferred Format for Submitting Change Requests?

Requests should be submitted on 8 ½" x 11" pages to the extent possible. At minimum, the Architectural and Landscape Change Request Form must be submitted on 8 ½" x 11" paper.
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7. What Happens After I Submit My Change Request?

An overview of the change request process:
Homeowner submits change request to ACC Chairman in duplicate
Documents submitted are reviewed and any missing information is requested
Completed submissions are reviewed by the ACC Committee - further information may be requested
The ACC Committee votes to render a decision on the submitted request
The decision is communicated to the Homeowner along with a copy of any submitted documents, generally within 10 - -14 business days, and in no event, later than 60 days.
The Homeowner must complete the changes within 90 days from the date of approval. If an extension of time is needed, the Homeowner will inform the ACC Committee and submit a new ACC Change Request.
When the changes are completed, the Homeowner is required to complete, sign, and submit the Notification of Completion Form to the ACC Chairman.

The ACC Committee may review the completed changes to ensure the project was completed according to the change request submitted.

8. What recourse do I have if the ACC denies my change request?

If the ACC denies your change request, you should first contact the ACC Chairman if the reason(s) for denial is not clear. If your change request is denied, you may:

a. Provide additional information regarding your request and ask the ACC to again review your request;
b. Request a meeting with the ACC to discuss your request and provide additional information / documentation;
c. Request a meeting with the Board of Directors to discuss your request.