

**WOODCREEK FATE HOA –
ARCHITECTURAL CONTROL COMMITTEE
Property Modification Approval Request Form**

ACC Use Only
DATE REC'D.

As each of us bought our property in the community, we agreed by our signatures to abide by the Declaration of Covenants, Conditions and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect our property values by keeping the community a highly desirable place to live. ACC (Architectural Control Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The ACC tries to assure that all changes to our properties conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

1. ABOUT THE RESIDENT(S)

<i>Name(s)</i>	
<i>Address</i>	
<i>E-Mail</i>	
<i>Phone(s)</i>	<i>Best time to call</i>

2. ABOUT THE PROJECT

<i>Proposed start date</i>	<i>Proposed completion date</i>
<i>Describe the nature of the project (attach pages as necessary)</i>	
<i>Location (attach sketch/drawing)</i>	
<i>Dimensions</i>	<i>Distance from fences and easements</i>
<i>Colors</i>	<i>Shape</i>
<i>Materials</i>	
<i>Builder</i>	
<i>Other (specify)</i>	

IMPORTANT: Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.

3. ABOUT THE REQUIREMENTS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		I/We have read the appropriate Deed Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have obtained a City building permit (attach copy)
<input type="checkbox"/>	<input type="checkbox"/>		This project will require fence removal (if yes, inform Association Manager)
<input type="checkbox"/>	<input type="checkbox"/>		Completed project will be visible from the street
Check any that apply:			<input type="checkbox"/> Corner lot <input type="checkbox"/> Iron park fencing <input type="checkbox"/> Project already started/completed

<i>Homeowner's Signature</i>	<i>Date</i>
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Signature constitutes permission for ACC members to inspect property and agreement to abide by ACC's decision.

Email compliance@woodcreekfatehoa.com
or Mail this request, along with all supporting documents, drawings, photographs, etc. to

Woodcreek Fate HOA
c/o FirstService Residential
Attention: Manager
100 Woodcreek Blvd
Fate, TX 75087

For additional information email or call: Association Manager Phone: 972-722-6484 compliance@woodcreekfatehoa.com FAX: 972-722-6133

SUBMITTING AN ACC WOODCREEK HOA ARCHITECTURAL CONTROL COMMITTEE AND HOMEOWNER REQUESTS FOR MODIFICATION

The governing documents of the Woodcreek HOA require the appointment of an Architectural Control Committee (ACC) to oversee a broad range of exterior building and property conditions. The Covenants, Conditions, & Restrictions (CC&Rs) as approved by our membership spell out what is and is not acceptable in our community. It is the responsibility of the ACC to review modification requests made by our homeowners to assure that changes made to our properties are in compliance with those standards.

The ACC has established a Modification Request form so that the homeowner can provide the necessary infor-

mation for the ACC to make their determination as to compliance of a home improvement project. A completed request is submitted to our management company and is forwarded by them to the members of the ACC. Per our CC&Rs the process can take up to 30 days to review. However, if the necessary details are spelled out on the request, our ACC members will often approve the requests within 5-10 days. If details are missing, it is necessary to go back to the homeowner and request additional information which can delay approval.

Following are some of the more common requests, as well as, some of the information that is required to approve the projects. This is not a comprehensive listing.

Have you submitted your request & have written approval from the ACC?



- ◆ **Fence replacement** – All lots are required to have a fenced backyard. Fences are restricted to a height of between 6 and 8 feet above the slab grade of the foundation. Fences must be set back at least 5 feet from the front of the dwelling. Poles must be on the inside of the fence when visible from the street. All fences must be stained on both sides in a brown color palette or clear finish. Requests must include the location of the fence and gates, materials used, stain color, and an approval from any neighbor who shares a lot line with the fence. A copy of your plat showing the location of the fence line and gates should be attached.
- ◆ **Painting** – There is no set list of approved paint colors for exterior paint, but a request with a paint sample of the proposed color must be submitted for review prior to painting your siding/trim/garage a new color. Neutral tones and dark tones are typically approved. Bright colors are generally not accepted. A request is not required for refinishing house paint or fence stain when the same color is used.
- ◆ **Landscaping** – Addition or removal of all trees and shrubs outside of the fenced backyard require approval. Location and species are to be noted. Mortared stone or masonry requires approval. Exterior lighting, sculptures, fountains, and flagpoles are also covered by the CC&Rs.
- ◆ **Patio coverings, arbors, gazebos, and sheds** – All exterior structures require approval. Requests must include footprint, height, construction materials and a detailed plan that allows committee members to determine compliance with the CC&Rs. Storage sheds may not exceed 10ft in height, must be located 5ft from any fencing, have an anchoring system in place and must be a neutral color and shingles that mimic the main dwelling.

ACC forms can be requested via e-mail
at manager@woodcreekfatehoa.com or on our website
at <http://www.woodcreekfatehoa.com/> under the HOA Tab.



Building in Fate? Here's What You Need to Know.



What Do I Need a Permit For?

A. Electrical Work; B. Mechanical Work; C. Plumbing Work; D. Accessory Building; E. Concrete; F. Fence; G. Patio Cover/Arbor; H. Addition or Renovation; I. Irrigation System; and J. Above & In-Ground Pools.
*****If not listed a permit may still be required. Please contact us to determine if a permit is needed.*****

What are the Permit Requirements?

1. Electrical, Mechanical, and Plumbing Work:

- Completed application with detailed description of work to be performed;
- Work must be performed by a state licensed and insured contractor;
- Final inspection required.

2. Accessory Building, Concrete, Fence, and Patio Cover/Arbor:

- Completed application with detailed description of work to be performed;
- Three (3) copies of **plot plan* clearly showing all existing and proposed improvements;
- Complete list of materials to be used;
- Multiple inspections may be required - depends on scope of project.

3. Addition or Renovation:

- Same as #2 above plus three (3) complete sets of plans describing work to be performed.

4. Irrigation System:

- Completed application with detailed description of work to be performed;
- Three (3) complete sets of plans describing work to be performed;
- Work must be performed by a state licensed and insured contractor;
- Backflow test report required.

5. Above and In-Ground Pools:

- Completed application with detailed description of work to be performed;
- Three (3) copies of **plot plan* clearly showing all existing and proposed improvements;
- Check List and alarm letter;
- Multiple inspections may be required - depends on type of pool.

**A plot plan is a graphic description of a property showing its dimensions, easements, and building set backs that is usually received when purchasing a property.*

Contact Us!

Steve Gilbert – Building Official Annetta Nabors – Permit Coordinator
 sgilbert@cityoffate.com 972.771.4601 ext. 108 anabors@cityoffate.com 972.771.4601 ext. 101
 Physical Address: 109 E Fate Main Place. Fate, TX, 75087
 Mailing Address: PO Box 159, Fate, TX, 75132

When is a permit required?

Ordinary repairs to buildings may be made without application or notice to the building department; but such repairs shall not include the cutting away of any wall, partition, or portion thereof, the removal or cutting of any structural beam or bearing support or the removal or change of any required means of egress or rearrangement of parts of structure affecting the exit-way requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, gas, electrical wiring or mechanical work affecting public health or general safety.

Work that requires a permit but is not limited to:

Any owner, builder, contractor or other authorized agent who intends to construct, enlarge, alter or repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, plumbing, or mechanical systems. The installation of which is regulated by codes or ordinances adopted by the City of Fate, or cause such work to be done, shall first make application to the building safety department and obtain a permit.

- Construction of a new building
- Addition to a building (including patio cover & garages)
- Structural alterations of a building (including foundation repair)
- Re-roofing
- Window replacement
- Installation of an accessory structure(shed, storage building, gazebo, pergola)
- Installation or replacement of a fence
- Alteration or expansion of a driveway and approach
- Installation of a new electrical panel
- Adding new circuits to an electrical panel
- Repair or installation of a gas line
- Installation of a gas appliance
- Installation of a new air conditioning unit (compressor , air handling unit new duct work)
- Installation of new water, or sewer lines
- Replacement of water heater
- Installation of water filtering or softener system

Work exempt from permitting

- Retaining walls which are not over four (4) feet in height measured from the bottom of the footing to the top of the wall
- Concrete or flat work not more than thirty (30) inches above adjacent grade and not supporting a vertical load from above
- Wood decking not more than thirty (30) inches above adjacent grade and not supporting a vertical load from above
- Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work
- Pre-fabricated swimming pools for single family use which are less than twenty-four (24) inches deep and are installed entirely above ground
- Potable heating equipment
- Portable ventilation equipment This is not a comprehensive list but instead intended to be a guideline showing examples of types of work that require permitting or are exempt from permitting.

Please feel free to contact the building department regarding permits, contractor selection or process of construction.