

**Architectural Control Committee**  
**The Lookout at Brushy Creek**  
**IMPROVEMENT REQUEST FORM**

**Purpose**

All improvements performed within our neighborhood must be performed in accordance with our guiding documents, including the deed restrictions, amendments to the deed restrictions, and any rules and regulations approved by the Board of Directors. The Architectural Control Committee (ACC) is established by the deed restrictions and authorized by the Board of Directors to review and either approve or deny requests for improvements to a property. All potential improvements must be approved by the ACC prior to ANY form of construction being performed.

**Required Documents**

Any property owner wishing to perform improvements to their property must submit an application to the ACC for review. This application must include the following information:

- 1) **A completed Improvement Request Form (this form)**
- 2) **Complete plans for the proposed improvement (two copies)**
- 3) **A site plan showing the location of the proposed improvement (two copies)**

Plans must be of sufficient detail for the ACC to determine compliance with the guiding documents. Major construction (such as dwellings, detached garages, accessory buildings, and similar) typically requires more detail in order to obtain approval than minor construction (such as walkways and playscapes). Applications with insufficient information will be rejected. Examples of insufficient information are plans that omit the following:

- Full size plans (for major construction).
- Engineered foundation plan with engineer's seal (for dwellings, detached garages, accessory buildings, and similar).
- Accurate and documented scale (such as 1/4"=1').
- Elevations for all sides of a structure.
- All materials clearly marked on each elevation. For example, it is insufficient to mark plans as "All masonry".
- Site plan must include reference dimensions from property edges.

The ACC may request additional information as necessary to evaluate compliance with the guiding documents.

**Eligibility**

No applications will be considered if there are outstanding issues with the property or property owner. All assessments and/or fines must be current prior to approval of any application. Any application submitted without meeting these requirements will be denied.

**Contact Information**

Improvement requests must be submitted by the property owner of record for that particular property. Non-property owners, including but not limited to a builder contracted by a property owner, may not submit improvement requests on behalf of the property owner and any such submission will be considered an invalid improvement request. Improvement requests that do not include valid, verifiable contact information will be denied.

PLEASE PRINT THE FOLLOWING INFORMATION

Street Address for Proposed Improvements: \_\_\_\_\_

Improvement Type:     Home     Detached Garage     Accessory Building     Fence     Other \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Postal Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RealManage

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**Construction Requirements**

1. No construction of any sort may be performed prior to receiving written approval from the ACC.
2. Upon receiving approval, driveway culverts must be "roughed" in place at the start of construction and must be designed to support expected construction traffic. Refer to the subdivision plat to determine the proper size culvert pipe for your lot and verify your design with Williamson County.
3. Construction shall not commence before 7 AM and shall end at sunset on all weekdays. Weekend construction will begin no earlier than 8 AM and end at sunset. An exception is granted for foundation pours which may begin earlier and end later. Foundation pours can only be performed outside the standard hours if the nearby neighbors are advised at least one day in advance.
4. Foundations must be constructed in accordance with the engineered foundation plan included in the submission. Note that some homes in this neighborhood have developed foundation problems due to the combination of expansive soil and either builders deviating from the engineered foundation plans or improperly designed foundation plans.
5. A commercial dumpster must be used for all trash and construction debris and must be emptied on a regular basis.
6. All trash and/or debris that is blown or scattered off the property must be picked up promptly. Failure to contain the trash can result in fines being assessed to the property owner.
7. The mailbox must be completed prior to occupancy and must be located three feet from the asphalt driving surface.
8. Delivery trucks of any kind must enter the lot from the front property line and may not cross any other properties to reach the lot. The property owner will be responsible for any damage done to other lots.
9. No loud noise from radio's or other non-construction related sources will be permitted.
10. The contractors, any of their subs or employees are not permitted to use the park or any of the lakes in the neighborhood.

**Proposed Improvement**

Briefly describe the proposed improvements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of improvement:  Dwelling     Front of dwelling     Rear of dwelling     Side of dwelling     Roof     Garage  
 Other \_\_\_\_\_

Who will perform the actual work for this improvement?     Property Owner     Contractor  
Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Construction Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
(Exterior must be complete within 6 months of start of construction)

**ACC Process**

I understand that the ACC will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the ACC. I understand that if the ACC requests additional information the ACC has 30 days from the receipt of the additional information to contact me in writing regarding their decision. I understand that fines may be assessed and/or the improvements may be required to be removed if construction begins prior to receiving ACC approval.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_