

GRAND ADDISON II HOME OWNERS ASSOCIATION

EXTERNAL ALTERATIONS REVIEW PROCESS

The Architectural Control Committee (the ACC) Submission Form (the "Form") on the following page must be completed, submitted, and reviewed before any exterior alterations can be made to your home. Please be specific when describing your planned alterations; this will help speed the processing of your request.

In addition to the Form, a picture, plans, and/or drawings of your proposed changes will be helpful, including materials and paint/stain colors, when applicable. Plans/drawings should include the outlines of existing structures on your property, and any changes to those outlines, if applicable; and the relation of all to the property boundaries.

The ACC will make every effort to advise you of their decision within a few days; but certainly no later than thirty (30) days after receiving your request and necessary documents; this will be by e-mail unless you specify otherwise. If the ACC requires additional information, an SBB representative or neighborhood committee volunteer will contact you. Thank you for your cooperation.

ARCHITECTURAL CONTROL COMMITTEE FORM

Please complete this page and send it as shown below. Include a plot plan if your project includes a fence, outbuilding, or alteration of the footprint of your home. Include a detailed description of the project, including materials, to avoid delays in processing your request.

Account number: _____							
NAME:		DATE:					
ADDRESS:		PHONE:					
EMAIL:							
ESTIMATED START DATE:		ESTIMATED COMPLETION DATE:					
I REQUEST APPROVAL TO MAKE THE FOLLOWING ALTERATIONS TO MY PROPERTY:							
OWNER'S/AUTHORIZED AGENT'S SIGNATURE:							
Owners are responsible for complying with all city requirements, restrictions, and approvals. Trash containers must be used on site; no contractors' signs are allowed; no access/egress on common lands without prior approval from Grand Addison II Homeowners Association, Inc.							
MAIL TO: Grand Addison II HOA, Inc. 8360 LBJ Freeway, Suite 300 Dallas, TX 75243		OR FAX TO: 972-991-6642 OR SCAN & EMAIL TO: Raj Doobraj r.doobraj@sbbmanagement.com					
If you have any questions, please contact our SBB representative at: 972-960-2800							
APPROVED:		DATE:		DENIED:		DATE:	
CONDITIONS/COMMENTS:							