

## HUNTER VALLEY TOWNHOME OWNERS ASSOCIATION, INC.

### ARCHITECTURAL APPLICATION SUBMISSION GUIDE

Please refer to the Declaration of Covenants, Conditions and Restrictions (DCC&R) for all architectural guidelines. If you have additional questions or concerns after reading the DCC&R, please call Deborah Macziewski with SBB Management Company at (817) 482-1547, extension 471.

**The Declaration of Covenants, Conditions and Restrictions (DCC&R) of The Owners Association of Hunter Valley requires that you request approval before any modification or construction project is initiated.**

**SBB is not the ACC** and does **not** make ACC determinations. SBB acts as a liaison between the Developer Board / ACC Committee and the homeowner(s).

- Please **complete the ACC request form**. If it is incomplete, the ACC will be unable to make a determination. The time period in which the ACC has to make a determination will begin when all materials have been received and submitted in a complete format.

*Please Note! SBB Management Company representatives cannot fill out the ACC request form, nor provide the plat, materials list, or any other part of the ACC application for the homeowner. It is the homeowner's responsibility to complete and furnish these items. This form is designed to assist in guiding you through the process.*

- Please be certain to **include a copy of the plat of your lot** with the correct figures/measurements and placement of your improvement(s) clearly marked. You should have received a copy of your plat at closing. Should you need to obtain another copy of your plat it will be necessary for you to contact the title company that handled your closing. SBB **cannot** obtain this item for you.
- Please **include any construction plan drawings and material samples**. This might include a list of materials like the type and color of wood, stain, brick, metal, etc. and actual samples of the materials to be used.

Once you have completed the paperwork, included your plot plan, and any other requirements According to the DCC&R, please mail (or fax, if no material samples are to be submitted) the application to the following address:

SBB Management Company  
Attn: Hunter Valley HOA ACC                      OR      Fax to: (817) 431-6412  
1670 Keller Parkway, Suite 110  
Keller, Texas 76248

In Accordance with the DCC&R guidelines, the ACC is allowed up to thirty (30) days in which to make and notify you of its determination.

Once SBB Management Co. receives your completed application; it is immediately logged and forwarded for direct delivery to the Board/ACC. When SBB Management Co. receives the response from the ACC, the decision is logged and a copy of the application (including the decision) is returned to the applicant. Should you disagree with the determination of the ACC, you have the right to request a variance from the ACC. The request for variance should be made in writing as soon as possible and sent to SBB Management Co. It will be processed, sent to the ACC, and you will be notified of the ACC's determination.

SBB Management Co. does not have the ability to change a determination made by the ACC.