

# Brook Meadows Homeowners Association

## Property Modification Request (PMR)

### Homeowner Information and Plans Submission to the Architectural Review Committee

HOMEOWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE(S) HOME: \_\_\_\_\_ WORK (CELL): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ DATE RECEIVED BY ARC: \_\_\_\_\_

In compliance with the BMHA Amended and Restated Declaration of Covenants, Conditions, and Restrictions (the "CC&R's") and the ARC Guidelines Process and Procedures (BMHA Administrative Resolution AR006), I herein request ARC approval to make the following changes, alterations, renovations, additions and/or removals (the "request") to my property as follows:

#### Proposal

- 1.) Provide sketch or plans to scale with all elevations incl. landscaping (if applicable) 2.) Provide description of all materials and colors

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Is this an amendment to a previous request?

If yes, the approximate date of my previous request was: \_\_\_\_\_

I understand that in accordance with the CC&R's and AR006, the ARC will act upon this request and will provide me with a written notice of the results of the ARC action. I understand and agree to the following provisions:

1. No work, or commitment of work, will be made by me until I have received written notice of approval of this request from the ARC.
2. All work will be performed by either: myself: \_\_\_\_\_ (Yes/No) or by the following named Contractor(s): \_\_\_\_\_
3. If this request is approved (within twenty-one (21) days of submittal), the work would start on or about \_\_\_\_\_, and the scheduled completion date is \_\_\_\_\_. All work will be performed in a workmanlike manner as scheduled minimizing negative impact to my neighbors.
4. Any work not completed more than thirty (30) days after the scheduled completion date is not approved by the BMHA, and will require an amended request for a time extension to the ARC. This amended request will not jeopardize the original approval of my project, but will only advise of a delay of the completion of my project.
5. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes; regulations; and requirements in connection with this work, and I will obtain any necessary permits and approvals for the work. I understand and agree that the BMHA, its board of directors (the "Board"), agent and the ARC have no obligation or responsibility with respect to such compliance, and that the Board, or its designated ARC, approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement. I also agree that any approval of this project by the ARC, Board, or other BMHA designee is not warranty or guarantee of any safety issues or structural integrity of the approved project.

**Homeowner # 1 SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Homeowner # 2 SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please complete form, sign and e-mail along with all documentation to:  
[brookmeadowsha@gmail.com](mailto:brookmeadowsha@gmail.com)

Or if necessary, mail to the address below, along with e-mail notification to the above e-mail address for timely awareness:

**ARC PO Box 492 Colleyville, TX 76034**

**ARC Action**

*MEMBER:* \_\_\_\_\_ *DATE:* \_\_\_\_\_ **APPROVED - DENIED - INCOMPLETE**

*MEMBER:* \_\_\_\_\_ *DATE:* \_\_\_\_\_ **APPROVED - DENIED - INCOMPLETE**

*MEMBER:* \_\_\_\_\_ *DATE:* \_\_\_\_\_ **APPROVED - DENIED - INCOMPLETE**

**ARC Comments** (indicate email contact # of committee member if request denied):

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