

**Please review the plans and specifications checklist pertaining to your project and submit all applicable items

**If your project will be in the line of sight of your neighbors, we encourage you to speak with them about your project before submitting this application

NOTICE TO APPLICANT

To maintain the aesthetic integrity and value of your neighborhood, all exterior modifications must be approved by the Architectural Review Committee (ARC) before any work can begin. The authority of the ARC, and rules for which it bases its decisions, are defined by the Declaration of Covenants, Conditions and Restrictions ("CCR's").

IMPORTANT: All improvements must be constructed in accordance with the laws, rules, regulations and building codes of the City of Austin. Approval of this application does not constitute approval by any governmental authority, nor does it supercede the need for a building permit. Adherence to city codes are the responsibility of the homeowner.

Applicant acknowledges that all improvements must be constructed in accordance with the design guidelines contained in the CCR's in addition to any guidelines or rules adopted by the Association or ARC. Approval of this application does not give applicant the right to enter upon the property of any other homeowner or the common area in order to perform construction. Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of the applicant.

By adding your initials below, you acknowledge that you have read this notice and agree to the terms.

Applicant's Initials _____ Date _____

HOW TO SUBMIT

Submit THIS form, a copy of marked-up plot plan, and any other applicable documents to Inframark.

Email: modifications@inframark.com

US Mail: Brodie Springs HOA, c/o Inframark
13915 N. Mopac Expressway, Suite 105, Austin, Texas, 78728

CHECKLIST FOR PLAYSCAPE APPLICATIONS

- | | | |
|-----------|----------|---|
| Yes _____ | No _____ | 1. Application includes plat with location of playscape, comprehensive dimensions (width, length, and height), description of materials and colors on all surfaces. |
| Yes _____ | No _____ | 2. Application includes image of the planned playscape as completed. |
| Yes _____ | No _____ | 3. All portions of the playscape are within the lot boundary line. |
| Yes _____ | No _____ | 4. The planned playscape is behind the front wall line of the residence. |

CHECKLIST FOR SATELLIE DISH APPLICATIONS

- | | | |
|-----------|----------|--|
| Yes _____ | No _____ | 1. Application includes location of satellite dish (must be located within a fenced backyard or side yard, behind a solid wall, or perineal landscaping and not visible from the street) |
| Yes _____ | No _____ | 2. Satellite dish can be no higher than the fence or landscaping that screens it from view |

CHECKLIST FOR PAINT & FACADE APPLICATIONS

- | | | |
|-----------|----------|--|
| Yes _____ | No _____ | 1. New paint matches original paint color. |
| Yes _____ | No _____ | 2. Color sample is included with application. |
| Yes _____ | No _____ | 3. Paint color matches color of other homes within Brodie Springs HOA. |

CHECKLIST FOR SOLAR PANEL APPLICATIONS

- | | | |
|-----------|----------|--|
| Yes _____ | No _____ | 1. Site plan identifying both existing and proposed improvements |
| Yes _____ | No _____ | 2. Placement on the home showing location and height |
| Yes _____ | No _____ | 3. Submission of brochure from solar panel company |

Every attempt should be made to shield the solar panel from street view

CHECKLIST FOR HOUSE ADDITION/EXTENSION APPLICATIONS

- | | | |
|----------|---------|--|
| Yes ____ | No ____ | 1. Application includes sight plan identifying existing and proposed improvements, as well as elevation views from all 4 sides |
| Yes ____ | No ____ | 2. Applicant affirms that both the exterior façade and the roof material will be identical to the house structure |
| Yes ____ | No ____ | 3. City of Austin structural permit |

CHECKLIST FOR FENCE APPLICATIONS

- | | | |
|----------|---------|---|
| Yes ____ | No ____ | 1. Application includes plat with location of fence, and description of materials. |
| Yes ____ | No ____ | 2. Fence will be constructed of black “wrought-iron” metal. |
| Yes ____ | No ____ | 3. All portions of the fence are within the lot boundary line (if original survey stakes cannot be located, resurvey to ensure fence does not encroach adjoining lots). |
| Yes ____ | No ____ | 4. The planned fence is behind the front wall line of the residence. |
| Yes ____ | No ____ | 5. All portions of the fence that will face a street are no closer to the street right-of-way than 10 feet. |
| Yes ____ | No ____ | 6. No portion of the fence exceeds a height of six feet and six inches (as measured from the ground to top of post cap). |
| Yes ____ | No ____ | 7. Base of the fence allows the passage of water along the ground to ensure that it does not alter drainage of lot or adjoining lots. |

Applicant is responsible for the maintaining all portions (both sides) of the fence, which must reside entirely on applicant’s property.

CHECKLIST FOR MASONRY WALL APPLICATIONS

- | | | |
|----------|---------|--|
| Yes ____ | No ____ | 1. Application includes plat with location of wall, comprehensive dimensions, description of materials and colors on all surfaces, and markings for drainage. |
| Yes ____ | No ____ | 2. Inside side (facing the center of the lot) of the wall will be stucco. |
| Yes ____ | No ____ | 3. Inside side (facing the center of the lot) of the wall will be stone. |
| Yes ____ | No ____ | 4. Outside side (facing away from the lot) of the wall will be stucco. |
| Yes ____ | No ____ | 5. Outside side (facing away from the lot) of the wall will be stone. |
| Yes ____ | No ____ | 6. All portions of the wall are within the lot boundary line (if original survey stakes cannot be located, resurvey to ensure wall does not encroach adjoining lots). |
| Yes ____ | No ____ | 7. The planned wall is behind the front wall line of the residence. |
| Yes ____ | No ____ | 8. All portions of the wall that will face a street are no closer to the street right-of-way than 10 feet. |
| Yes ____ | No ____ | 9. No portion of the wall will exceed a height of six feet and six inches (as measured from the ground to top of post cap). |
| Yes ____ | No ____ | 10. Apertures (drainage ports) of minimum two inches diameter are placed every sixteen feet or less at the base of the wall to insure the wall does not alter drainage in any direction. |
| Yes ____ | No ____ | 11. Inside side of stone/stucco color matches applicant's residence stone/stucco color. |
| Yes ____ | No ____ | 12. Wall has an inner load-bearing layer that is structurally separate from the facades. |
| Yes ____ | No ____ | 13. Masonry materials and color match others in the section of the neighborhood in which it is being constructed. |
| Yes ____ | No ____ | 14. Adjacent property owners have been consulted and been offered the opportunity for nonbinding input on color and material on the side facing them. |

Applicant is responsible for the maintaining all portions (both sides) of the fence, which must reside entirely on applicant's property.

CHECKLIST FOR SWIMMING POOL, SPA, OR HOT TUB APPLICATIONS

- | | | |
|-----------|----------|---|
| Yes _____ | No _____ | 1. This project includes a pool. |
| Yes _____ | No _____ | 2. This project includes only a hot tub or spa, with no pool. |
| Yes _____ | No _____ | 3. Application includes plat with location of pool, spa, or hot tub, comprehensive dimensions (width, length, height above grade at each side, and distances from property line). |
| Yes _____ | No _____ | 4. The flatwork is designed and placed to avoid changes to the drainage pattern on the lot and adjoining land. |
| Yes _____ | No _____ | 5. The application includes information indicating how drainage is affected and what measures will be used to avoid changing drainage flows. |
| Yes _____ | No _____ | 6. This lot is not one of the five lots forbidden from having a pool (10613 or 10609 Camelia Blossom; or 3333 or 3329 or 3319 Azalea Blossom, adjacent to Frog Sink). |
| Yes _____ | No _____ | 7. Applicant has obtained a City of Austin permit to construct a pool. |
| Yes _____ | No _____ | 8. The pool is in-ground construction. |
| Yes _____ | No _____ | 9. There will be a maximum of one swimming pool on the lot. |
| Yes _____ | No _____ | 10. Application is accompanied by application for fence or wall to conceal pool equipment, or such fence or wall already exists. |

CHECKLIST FOR PATIO, WALK, & DRIVEWAY (“FLATWORK”) APPLICATIONS

- | | | |
|-----------|----------|---|
| Yes _____ | No _____ | 1. Application includes plat with location of patio, walkway, or driveway, comprehensive dimensions (width, length, height above grade at each side, and distances from property line). |
| Yes _____ | No _____ | 2. Application includes description of materials and colors of all surfaces. |
| Yes _____ | No _____ | 3. All portions of the flatwork are within the lot boundary line. |
| Yes _____ | No _____ | 4. The flatwork is designed and placed to avoid changes to the drainage pattern on the lot and adjoining land. |
| Yes _____ | No _____ | 5. The application includes information indicating how drainage is affected and what measures will be used to avoid changing drainage flows |

CHECKLIST FOR LANDSCAPE CHANGE APPLICATIONS

- | | | |
|-----------|----------|---|
| Yes _____ | No _____ | 1. Application includes plat with location of planned plants, with labels, and description of additional materials. |
| Yes _____ | No _____ | 2. Applicant affirms that all plants installed will comply with the Environmental Management Plan (Exhibit H of the Brodie Springs Homeowners' Association's Covenants, Codes and Restrictions, which is available on brodiespringshoa.com). |
| Yes _____ | No _____ | 3. Trees are not being removed, except in accordance with City of Austin ordinances (see www.austintexas.gov) |

Applicant is responsible for continued grooming, pruning, mowing, weeding, watering, and other related maintenance of the landscape.