



Brodie Springs HOA

Architectural Approval Application

Applicant Name _____ Home Address _____

Email _____ Phone Number _____

PROJECT CATEGORY BEING SUBMITTED *(Please check one. Only one project per application will be reviewed.)*

- | | | |
|--|---|---|
| ☐ Metal Fence (iron or aluminum) | ☐ Exterior Painting (if new color) | ☐ Satellite Dishes or Antennas |
| ☐ Masonry Wall (stone or stucco) | ☐ Driveway or Walkway | ☐ Windows and/or Shutters |
| ☐ Structural Addition/Modification | ☐ Deck or Patio | ☐ Roof Work and/or Gutters |
| ☐ Landscaping, Beds and/or Irrigation | ☐ Solar Panels | ☐ Outdoor Shade Structures |
| ☐ Ponds, Waterfalls or Fountains | ☐ Pool and/or Hot Tub | ☐ Other (describe) |
| ☐ Freestanding Yard Decor | ☐ Playscape | _____ |

DETAILED PROJECT DESCRIPTION *(Attach additional pages if necessary)*

NOTICE TO APPLICANT

To maintain the aesthetic integrity and value of your neighborhood, all exterior modifications must be approved by the Architectural Control Committee (“ACC”) before any work can begin. The authority of the ACC, and the rules for which it bases its decisions, are defined by the Declaration of Covenants, Conditions and Restrictions (“CC&Rs”).

The ACC is a body independent from the Board of Directors, and is made up of three voting members, tasked solely with the review and approval of all architectural requests.

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

Approval of this application does not give applicant the right to enter upon the property of any other owner or the common area in order to perform construction.

GENERAL APPLICATION REQUIREMENTS – APPLICANT ATTESTATION

By submitting this application, I hereby attest and affirm that:

- ☐ I will provide a plot plan showing the exact location and dimensions, to scale, of the proposed improvements on my property, and include it with this application. Only the improvements I am applying for should be shown on plot plan.
- ☐ I will include documentation and/or photographs illustrating the project’s structural design, elevations, materials, colors, textures, and/or shapes, as applicable.
- ☐ Applicant acknowledges that all improvements must be constructed in accordance with the design guidelines contained in the CC&Rs, in addition to any guidelines or rules adopted by the Association or ACC from time to time. All HOA documents are available at www.brodiespringshoa.com.
- ☐ I will complete all applicable project-specific requirements beginning on page 3 of this application.
- ☐ I understand that any proposed project located on, over, or within a recorded easement, or within property setback areas, may require approval and/or permits from the City of Austin.
- ☐ I acknowledge that approval by the Architectural Control Committee (“ACC”) does not constitute approval by the City of Austin and does not waive my obligation to comply with all applicable laws, codes, easement restrictions, setback requirements, permit requirements, or other governmental regulations.
- ☐ I accept full responsibility for obtaining any required approvals and permits, and I understand that I am solely responsible for any fines, penalties, required corrections, or enforcement actions resulting from non-compliance with Travis County or the City of Austin rules.
- ☐ I certify that the information contained herein is true and correct to my best knowledge.
- ☐ I acknowledge that all projects must be completed within one year of the ACC’s approval. Projects not completed within one year of approval must be resubmitted for a new review.

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

Applicant’s Signature _____ **Date** _____

HOW TO SUBMIT

Submit *this* form, a copy of your marked-up plot plan, and all applicable documentation to our management company, Inframark, who will then route the application to the ACC after screening for missing items.

Choose one of three ways to submit:

ACC portal:

(preferred method)

[https://home.inframark.com/
community/new-request](https://home.inframark.com/community/new-request)

Email:

modifications@inframark.com

US mail:

Brodie Springs HOA
c/o Inframark
13915 N. Mopac Expressway, Ste 105
Austin, TX 78728

PROJECT CHECKLISTS

(Please complete the checklist that aligns with the project you are seeking approval for.)

Checklist for METAL FENCE Applications

- | | | |
|------------------------------|-----------------------------|---|
| ☐ YES | ☐ NO | 1. Application includes plot plan with location of fence, and description of materials. |
| ☐ YES | ☐ NO | 2. Fence will be constructed of black wrought-iron or aluminum. |
| ☐ 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, with the exception of security fencing. |
| ☐ YES | ☐ NO | 5. All portions of the fence that will face a street are no closer to the street edge than 10 feet. |
| ☐ YES | ☐ NO | 6. This fence conforms to all other fencing parameters outlined in the FENCE RULES document found at brodiespringshoa.com . |

Checklist for MASONRY WALL Applications

- | | | |
|------------------------------|-----------------------------|---|
| ☐ YES | ☐ NO | 1. Application includes plot plan 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 house. |
| ☐ YES | ☐ NO | 8. All portions of the wall that will face a street are no closer to the street edge than 10 feet. |
| ☐ YES | ☐ NO | 9. Inside side of stone/stucco color matches applicant's residence stone/stucco color. |
| ☐ YES | ☐ NO | 10. Wall has an inner load-bearing layer that is structurally separate from the masonry veneer. |
| ☐ YES | ☐ NO | 11. Adjacent property owners have been consulted and offered the opportunity for nonbinding input on color and material on the side facing them. |
| ☐ YES | ☐ NO | 12. I understand I am responsible for maintaining all portions (both sides) of the fence, which must reside entirely on applicant's property. |
| ☐ YES | ☐ NO | 13. This wall conforms to all other fencing parameters outlined in the FENCE RULES document found at brodiespringshoa.com . |

PROJECT CHECKLISTS

(continued)

Checklist for STRUCTURAL HOUSE ADDITION/MODIFICATION Applications

- | | | |
|------------------------------|-----------------------------|--|
| ☐ YES | ☐ NO | 1. Application includes site 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. A City of Austin structural permit will be obtained. |
| ☐ YES | ☐ NO | 4. The application includes information indicating how drainage is affected and what measures will be used to avoid changing drainage flows. |

Checklist for LANDSCAPE CHANGES (BEDS, PLANTINGS, PONDS, YARD DECOR) Applications

- | | | |
|------------------------------|------------------------------|--|
| ☐ YES | ☐ NO | 1. Application includes plot plan with location of project/addition, and any other materials, with labels and descriptions of all materials used. |
| ☐ YES | ☐ N/A | 2. Applicant affirms that all plants installed will comply with the Environmental Management Plan (Exhibit H of the CC&Rs), which is available at brodiespringshoa.com . |
| ☐ YES | ☐ NO | 3. Are trees being removed? (If yes, applicant agrees to conform to City of Austin ordinances.) |
| ☐ YES | ☐ NO | 4. Applicant is responsible for continued grooming, pruning, mowing, weeding, watering, painting and other related maintenance of the landscape or decor. |

Checklist for EXTERIOR PAINTING Applications

- | | | |
|------------------------------|-----------------------------|--|
| ☐ YES | ☐ NO | 1. Color sample is included with application. |
| ☐ YES | ☐ NO | 2. Paint color matches, or is similar to, other homes in Brodie Springs HOA. |

Checklist for FLATWORK (PATIO, DECK, WALK, DRIVEWAY) Applications

- | | | |
|------------------------------|-----------------------------|---|
| ☐ YES | ☐ NO | 1. Application includes plot plan with location of flatwork, 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. |
| ☐ YES | ☐ NO | 6. I am responsible for conforming to City of Austin impervious coverage regulations. |

PROJECT CHECKLISTS

(continued)

Checklist for SOLAR PANEL Applications

- | | | |
|------------------------------|-----------------------------|---|
| ☐ YES | ☐ NO | 1. Site plan identifying both existing and proposed improvements. |
| ☐ YES | ☐ NO | 2. Placement on home accurately depicting size and location of all panels. |
| ☐ YES | ☐ NO | 3. Submission of brochure from solar panel company, showing type of panels purchased. |
| ☐ YES | ☐ NO | 4. All equipment on side of home associated with solar panels will be fully screened from street view using approved screening methods. |
| ☐ YES | ☐ NO | 5. Color of electrical conduits over roof and house facade must blend or match the surfaces they are attached to. |
| ☐ YES | ☐ NO | 6. A City of Austin permit will be obtained. |

Checklist for SWIMMING POOL and HOT TUB Applications

- | | | |
|------------------------------|-----------------------------|--|
| ☐ YES | ☐ NO | 1. This project clearly identifies all features of project, including pool, hot tub, spa, etc. |
| ☐ YES | ☐ NO | 2. Application includes plot plan with location of addition(s), comprehensive dimensions (width, length, height above grade at each side, and distances from property line). |
| ☐ YES | ☐ NO | 3. The application includes information indicating how drainage is affected and what measures will be used to avoid changing drainage flows. |
| ☐ YES | ☐ NO | 4. This lot is one of the five lots forbidden by the City of Austin from having a pool (10613 and 10609 Camelia Blossom; 3333, 3329 and 3319 Azalea Blossom, adjacent to Frog Sink). |
| ☐ YES | ☐ NO | 5. Applicant will obtain a City of Austin permit to construct a pool. |
| ☐ YES | ☐ NO | 6. The pool and/or hot tub is an in-ground construction. |
| ☐ YES | ☐ NO | 7. There will be a maximum of one swimming pool on the lot. |
| ☐ YES | ☐ NO | 8. All equipment on the side of the home associated with the pool and/or hot tub will be fully screened from street view using approved screening methods. |

Checklist for PLAYSCAPE Applications

- | | | |
|------------------------------|-----------------------------|--|
| ☐ YES | ☐ NO | 1. Application includes plot plan 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 house. |

PROJECT CHECKLISTS

(continued)

Checklist for SATELLITE DISHES and ANTENNAS Applications

- | | | |
|------------------------------|-----------------------------|--|
| ☐ YES | ☐ NO | 1. An effort will be made to mount dishes or antennas as far from street view as possible. |
| ☐ YES | ☐ NO | 2. Will be installed behind front wall line of house. |

Checklist for WINDOWS and SHUTTERS Applications

- | | | |
|------------------------------|-----------------------------|--|
| ☐ YES | ☐ NO | 1. Application includes materials showing exact window design. |
| ☐ YES | ☐ NO | 2. Application includes materials showing exact window frame design and color. |
| ☐ YES | ☐ NO | 3. Application includes materials showing exact shutter design and color. |

Checklist for ROOF WORK and GUTTERS Applications

- | | | |
|------------------------------|-----------------------------|--|
| ☐ YES | ☐ NO | 1. Shingles are 30-year dimensional fiberglass shingles. |
| ☐ YES | ☐ NO | 2. Physical shingle sample (exact model, color) has been submitted to the ACC for review. |
| ☐ YES | ☐ NO | 3. Application includes information on shingle brand, model and color. |
| ☐ YES | ☐ NO | 4. I am aware that the only two approved roof shingle colors in Brodie Springs are "Weathered Wood" by GAF, or "Driftwood" by Owens Corning. |
| ☐ YES | ☐ NO | 4. Roof vents, power vents, rain diverters, skylight housings, flashing, plumbing vent pipes, and other conduits will be painted to blend with the roof shingles.
(Exception is vertical flashing along house, which must match the facade colors.) |

Checklist for OUTDOOR SHADE STRUCTURE Applications

- | | | |
|------------------------------|-----------------------------|--|
| ☐ YES | ☐ NO | 1. Project is described on page 1 under DETAILED PROJECT DESCRIPTION.
Shade structures include Pergolas, Cabanas, Gazebos, Patio Covers, Pavilions, Arbors, Trellises, Verandas, Lanais, Porticos, Awnings and Shade Sails. |
| ☐ YES | ☐ NO | 2. Application includes plot plan with location of addition, comprehensive dimensions (width, length, and height), description of materials and colors on all surfaces. |
| ☐ YES | ☐ NO | 3. Application includes image of the planned addition as completed. |
| ☐ YES | ☐ NO | 4. All portions of addition are within the lot boundary line. |
| ☐ YES | ☐ NO | 5. The planned addition will be behind the front wall line of the house. |
| ☐ YES | ☐ NO | 6. I am responsible for conforming to City of Austin impervious coverage regulations. |
| ☐ YES | ☐ NO | 7. If applicable, a City of Austin structural permit will be obtained. |