

ROSEBROOK HOMEOWNERS ASSOCIATION, INC.
Architectural Request Form 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 Carrie Montgomery with Rose City Property Management, Inc. at (903) 534-0001 and she will be happy to assist you.

The *Declaration of Covenants, Conditions and Restrictions (DCC&R) of Association of Homeowners Association, Inc.* states: "...No Architectural/Landscaping changes may be made without first getting approval from the *Architectural Control Committee (ACC)*...."

Rose City is not the ACC and does not make ACC determinations. Rose City acts as a liaison between the Board of Directors/ACC and the homeowner(s).

1. Please **completely** fill out the ACC request form. If it is incomplete, the ACC will be unable to make its' determination. The time period in which the ACC has to make a determination will begin when all materials have been submitted completely. We want to process your request as efficiently as possible and can better achieve this if the form is completed properly.
2. 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.* Unfortunately, Rose City **cannot** obtain this item for you.)
3. Please include any construction plans and material samples, etc. you may have (depending on the project) as well as the requirements outlined in the *DCC&R*. This might include a list of materials like the type and color of wood, stain, brick, metal, etc. and possibly samples of the materials (at the ACC's request) after the initial application.

Note: Rose City cannot fill out the ACC request form, plat, materials list, etc. for the homeowner. It is the homeowner(s) responsibility to obtain and complete these items. Rose City will, however, assist in guiding you through this process.

4. Once you have filled out the paperwork completely, included your plat, 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:

Rose City Property Management **OR** Fax to: (903) 534-0072
Attention: Carrie Montgomery
100 Independence Place Suite 301 **OR** Email: carrie@rosecitymanagement.com
Tyler, Texas 75703

5. 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.
6. Once Rose City receives your completed application, it is immediately logged and forwarded by mail or direct delivery to the ACC.

Once Rose City 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 *hearing*. The request for a hearing should be made in writing as soon as possible and sent to Rose City. It will be processed, sent to the ACC, and you will be notified of the ACC's determination.

Please note that Rose City does not have the ability to change a determination made by the ACC.

We hope this guideline helps you with any Architectural Requests you may wish to submit.