

**PCR COMMUNITY ASSOCIATION
MODIFICATION REQUEST FORM**

In an effort to provide and protect each individual's homeowner rights and property value, it is required that any homeowner or group of owners considering improvements which are visible from other homes, submit a MODIFICATION REQUEST FORM to the Architectural Committee prior to initiating work on planned improvements.

Owner's Name: _____ Phone: _____

E-mail: _____

Address: _____

What is the nature of the improvement that you proposed? (Example: Patio cover, basketball goal, addition to house, antenna, satellite dish, etc.). Please attach all project details including materials, colors, dimensions and location for the proposed improvements

Include a plot plan or survey showing the location and dimensions (including elevation) of all existing and proposed modifications. **All proposed modifications must be shown on the survey or the Architectural Committee will not consider this request.**

The structural design, exterior elevations, exterior materials, colors, textures, and shapes of all improvements shall be described, along with any diagrams or representations necessary to depict all proposed improvements. To meet approval of the committee, colors and materials must be those specified in the deed restrictions and Residential Design Guidelines. (PLEASE ENCLOSE SAMPLE, if applicable)

I understand that the Architectural Committee will act on this request after receipt, at the next regular meeting. I also understand that if enough information is not included in this MODIFICATION REQUEST FORM, for the Architectural Committee to make a valid judgment, it may be returned for more complete information. I agree not to begin proposed improvement(s) until I have been notified, in writing, of the Architectural Committee's decision.

THE DALLAS/FORT WORTH AREA, INCLUDING THE AREA WITHIN THE HOA, MAY HAVE HIGHLY EXPANSIVE SOIL. HOMEOWNER IS HEREBY ADVISED TO OBTAIN A SOILS REPORT FROM A LICENSED ENGINEER TO DETERMINE WHAT MITIGATION ACTIONS MUST BE TAKEN WITH RESPECT TO THE SOIL IN ORDER TO CONSTRUCT THE CONTEMPLATED IMPROVEMENTS IN A MANNER THAT CAN WITHSTAND THE ANTICIPATED MOVEMENTS IN THE SOIL.

CHANGES TO THE SLOPE OF YOUR YARD MAY CAUSE TRAPPING OF WATER AND EXAGGERATE THE SWELLING OF THE SOILS. HOMEOWNER IS ADVISED TO CAREFULLY MONITOR THE CONSTRUCTION OF THE IMPROVEMENTS TO AVOID ALTERATIONS TO THE GRADE OF THE PROPERTY.

I understand that contractor signs are not permitted. Display of sign(s) will be subject to compliance notification and/or sign being discarded without notice.

Homeowner Signature

Date of Request

Modification Requests Checklist

- Modification Request form signed by the homeowner
- Plans with relevant colors, finishes, materials and dimensions
- Survey plat with modification marks – Must be included with every request
- Access point on survey plat if applicable
- Common area access request form if access via common area will be needed
- If landscape will be installed, plant type, gallon size and location to be marked on survey plat

Please Note:

- Signs are not permitted in the community. Do not display any vendor/contractor signs.
- All pool operating equipment must be placed behind screening fences and not in view of the public. If the screening fence is wrought iron, evergreen material no smaller than 7 gallon in initial size must be used to produce the required screening. No access is allowed through any common area without express written consent from the Board.
- **The ARC committee has 30 days to review and respond to modification request.**
- The committee is tentatively scheduled to meet approximately the second or fourth Wednesday or Thursday of each month.
- The agenda closes on the Friday prior to the meeting. Applications received past the closing day will be added to the next scheduled agenda.
- Incomplete applications will result in a denial by default and complete resubmission will be necessary.

This information is provided as a guide for the submission process and additional information may be required depending on the project. Please contact us with any questions or concerns.