

## Architectural Request Form Guidelines/How it works

Please Note: You will always need to refer to the Declaration of Covenants, Conditions and Restrictions (DCC&R's) for any architectural guidelines and questions. If after reading the DCC&R's you still have questions or concerns, please do not hesitate to call Certified Management of Austin (CMA) at 512-339-6962 and they will be happy to assist you.

Per the Declaration of Covenants, Conditions and Restrictions of the Oak Creek Homeowners Association, Inc., No Architectural or Landscaping Changes may be made without first getting approval from the Architectural Control Committee (ACC). CMA is not the ACC and does not make the decisions, but acts as a liaison between the Oak Creek ACC and the homeowner(s).

1. Please fill out the ACC request form completely. If it is incomplete, the ACC will send it back and the time period in which the ACC has to make a decision starts all over again. The association wants you to have your request answered in as timely a manner as possible and can better achieve this if the form is complete the first time.
2. Please be certain to include a copy of the plat and/or site plan of your lot with the correct figures/measurements and placement clearly marked. You should have received a plat copy or site plan in your closing documents. (Unfortunately, CMA Austin cannot obtain this for you. It will be necessary to contact the title company that handled the closing.)
3. Please include any plans, material samples you have, etc. (depending on the project) as well as the requirements outlined in the DCC&R's. This could include a need for a list of materials (wood: type and color, stain: type and color, brick: type and color, metal: type and color, etc.) and possibly samples of the materials if the ACC requests is after the initial application. CMA 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, however, CMA will do everything possible to help guide you in order to complete your request.
4. Once you have filled out the paperwork correctly, include your plat, and any other requirements according to the DCC&R's, you can email, mail, or fax it to the following.(if the materials involved to show type/ color/ weight, etc. you will need to mail or deliver your application along with the material samples.):

Mail or deliver to: Certified Management of Austin, LLC.  
101 River Hills Drive  
Georgetown, Texas 78628  
ATTN: Oak Creek ACC Request

Email to: [frontdesk@cmaaustin.com](mailto:frontdesk@cmaaustin.com)

5. In accordance with guidelines in the DCC&R's, the ACC is allowed to take up to 30 days to return a decision. (If your DCC&R's say otherwise, you do not have an updated copy and need to refer to the Community Update this insert was enclosed with!) The ACC looks at each request on an individual basis, as the lots in your community differ in size and placement within the development. What may not be acceptable for one area (because of but not limited to: view or height issues) may be allowed in another area of the development.
6. Once CMA has received the application & determined it has been properly submitted, it is immediately logged and forwarded to the ACC on the same day it is received. If something requires mailing, it may take 2 to 3 days before the ACC receives your application. A log is kept so that CMA can follow up on ACC requests and make certain your response happens in as timely a manner as possible.
7. Once CMA receives the response from the ACC, it is logged and then forwarded to the homeowner on the same day CMA receives it. If you should disagree with an ACC decision concerning your request, you will need to write your appeal and send it in for response from the ACC. CMA cannot change the decision made by the ACC. Only the ACC can make that determination.

**We hope this guideline helps you with any Architectural Requests you many have in the future.**