

**BALCONES WOODS ARCHITECTURAL CONTROL SUBMITTAL PROCESS  
FOR NEW ADDITIONS/MODIFICATIONS TO PROPERTY (PROPERTY IMPROVEMENTS)**

This document serves as a Homeowners application for approval by the Balcones Woods Architectural Control Committee (ACC) for *property improvement*. An application must be submitted and approval granted by the ACC before *property improvements* may be made. Please refer to the Balcones Woods Homeowners Directory or <http://BWC.GoodwinTX.com> that contains the Declaration of Covenants, Conditions, and Restrictions (referred to as Governing Documents) for more specific details on construction guidelines within Balcones Woods Club. *Property improvements* are defined as any improvement to the exterior of your home or on the property outside of the home which are not repairs of like material.

Some examples of when an application is **NOT** needed are:

- If you are replacing shingles on your roof with the same material that currently is on the roof, you do not need to submit an application.
- If you are having the interior of your home remodeled, you do not need to submit an application.
- Simple landscaping projects that do not involve the construction of impervious materials or will not substantially change the look of your property from the street view do not need to be submitted.

In general, the restrictions on home improvements are in place to maintain the exterior quality of our community and not to restrict you from the individuality of the interior of your home.

Consideration of your neighbors and the Balcones Woods community is essential. Building a shed that blocks a neighbor's view or adding a new room that stops the natural flow of run-off water are examples of a lack of consideration that may lead to the denial of an application. Home improvement projects should be discussed with your neighbors prior to application submission. In addition, the style of Balcones Woods Club community should be taken into consideration. Improvements should be harmonious with the style of the community.

This document is a guide for you, the homeowner, to follow regarding *property improvements*. Although this document has been created to address most home improvement circumstances it cannot cover every circumstance. Each case is individual and must follow all rules and deed restrictions as noted in the Governing Documents. *You should **not** interpret approval of your application for property improvement by the ACC as meeting applicable City of Austin building code/permit requirements. Please consult with the City of Austin Building Code requirements before starting any improvement.*

For questions, contact the Property Manager, James Browder:  
[James.Browder@GoodwinTX.com](mailto:James.Browder@GoodwinTX.com), (512) 852-7927.

While the ACC reserves the right to take up to 30 days to respond to a submittal, "best efforts" will be made to accelerate the process. If extraordinary circumstances exist for expedited processing of this application, please include a note regarding those circumstances with submittal.

Items noted in the **REQUIRED APPLICATION COMPONENTS** must be submitted. Reminder: No commercial signs are allowed in Balcones Woods by any contractor.

<p><b>RETURN THIS COMPLETED FORM AND ATTACHMENTS TO</b> GOODWIN MANAGEMENT; 11149 RESEARCH BLVD. SUITE 100, AUSTIN, TEXAS 78759; FAX (512) 346-4873; OR EMAIL TO: JAMES.BROWDER@GOODWINTX.COM <i>If you are not contacted within 5 working days from submittal, an email follow-up to the property manager is recommended</i></p>
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**BALCONES WOODS ACC  
APPLICATION FOR PROPERTY IMPROVEMENT**

Date of Submittal: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner's Name: \_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Mailing Address of Property \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Telephone: \_\_\_\_\_

(Your contractor may be contacted for clarification of project specifications.)

Construction Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All communication must be in writing.

ACC approvals will be valid for ninety (90) days following the date of the letter of approval. If construction has not commenced prior to the expiration of the 90-day period, applicant must resubmit. The entire project must be completed in 6 months from approval date. A request for extension must be submitted in writing.

Your signature below acknowledges:

- That the Architectural Control Committee has up to thirty days to review the plans.
- That you agree to all the conditions outlined and within the Governing Documents of Balcones Woods Club to construct the addition/modification as approved.
- To submit that any changes from the approved site plan will be submitted to the Architectural Control Committee for approval prior to construction of changed element.

Signature of Owner: \_\_\_\_\_

Signature of Home Owner

Date of Signature

**INCOMPLETE APPLICATIONS INCLUDING APPLICATIONS THAT DO NOT INCLUDE THOSE ITEMS NOTED IN THE REQUIRED APPLICATION COMPONENTS (FOLLOWING PAGE) WILL NOT BE CONSIDERED BY THE ACC.**

**A copy of this application will be returned to you upon completion of the review by the ACC and you should maintain a copy for your records.**

**FOR OFFICE USE ONLY:**

**APPROVED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DISAPPROVED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

ACC MEMBER(S): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REQUIRED APPLICATION COMPONENTS

### **GENERAL CHECKLIST FOR ALL APPLICATIONS:**

1. Filled out and signed application.
2. Site plan and survey identifying both existing and proposed improvements.
3. Submit a copy of the completed application including project plans to the ACC via:  
GOODWIN MANAGEMENT; 11149 RESEARCH BLVD. SUITE 100, AUSTIN, TEXAS 78759;  
FAX (512) 346-4873; OR EMAIL TO: JAMES.BROWDER@GOODWINTX.COM

### **SWIMMING POOLS CHECKLIST:**

1. Site Plan must identify existing and proposed improvement including: decks and patios, pool filter and pump, fences, retaining walls, landscaping.
2. The following must be noted on the site plan: pool filter and pumps must be screened from view and placement must consider proximity to neighbors, pool elevations, pool lighting and owner must not interfere with neighbors (must shield or turn lights off if bothering neighbors). Fences must be indicated if existing. If not, a plan of height, material, description, and site location is needed. For community safety you must install a fence if you are installing a pool. Completed pool cannot be filled with water until fence is in place.
3. City of Austin and Travis County permits must be provided to ACC prior to construction.

### **EXTERIOR DECKS & ROOM ADDITIONS CHECKLIST:**

1. Elevation views from all sides with dimensions.
2. Details regarding construction materials and colors.

### **DECK & PATIO COVERS CHECKLIST:**

1. Elevation view with dimensions.
2. Description of materials, roofing, and color.

### **FENCES CHECKLIST:**

1. Drawing and description of fence types, material, and dimensions must be a consistent even height.
2. All lots require setbacks, read your Covenant/Restrictions for more details. Fencing or a row of hedges acting as barrier are not allowed to pass the front line of the house.

### **STORAGE BUILDING CHECKLIST:**

1. CANNOT be located: within 5 feet of a side fence and for corner houses within 10 feet from side street, past front or side (for corner lots) sight lines of house, in City of Austin or utility easements.
2. Elevation views from all four sides or a brochure.
3. Building may contain no more than 200 square feet and has to be located within a 6 foot tall fence.
4. Building may not be more than eight feet above ground at the highest roof point and only one shed can be over the fence height.
5. Specific details regarding exterior facades (masonry/stucco/paint) must be provided along with a sample of roofing material, unless identical to the principal structure. Pictures or flyers of pre-built outbuildings are appreciated. If building is built-in place (not prefabricated), a City of Austin building permit must be obtained. No electric or plumbing is allowed in sheds or outbuildings.

### **PLAYGROUNDS CHECKLIST:**

1. Elevation of playground showing height and dimensions (brochure is fine - three copies).
2. Signed approval by side and back neighbors.

### **BASKETBALL GOALS CHECKLIST:**

1. Placement on site must consider neighbors (loose balls and noise).
2. Freestanding or on garage (if over garage - garage should not face front street).
3. Signed approval form from next door neighbors.

**Additional Landscaping/Site Work**-Must include plant types and sizes, retaining walls, and drainage/grading plan. No hedge rows can be planted past front house lines.

**All structural work requires a City of Austin building permit.**