

**GLENWYCK FARMS  
HOMEOWNERS ASSOCIATION, INC.**

**REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE APPROVAL**

This is your application for approval by the Architectural Control Committee of an improvement to your lot or home. Please read it carefully. The Architectural Control Committee will review your information and approve or deny your request. The Architectural Control Committee has the allowance up to thirty (30) days to respond with a decision (following the receipt of this request). Please forward this completed request form to:

Guardian Association Management  
Attn: Lauren McGee  
12700 Hillcrest Road, Suite 234  
Dallas, Texas 75230

OR  
E-Mail  
Phone

Fax: 972-458-2203  
Lmcgee@guardianam.com  
972-458-2200

Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

**Detail of Work:**

Change OR  Addition

**Be specific and clear, state materials, colors and location.**

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**Please include, when appropriate, a copy of the plat of your Lot showing the EXACT location, height/square-footage of the improvements, existing structures and property lines and a complete list of construction materials and construction drawings/plans.**

**CERTIFICATION AND AGREEMENTS:**

Homeowner certifies that all materials submitted to the Architectural Control Committee with this application for review are true and correct. Homeowner understands and agrees that no work may be performed prior to or in deviation from the terms of an approval from the Committee and any applicable permits approved by the Town of Westlake. Homeowner agrees to be bound by the Governing Documents regarding standards and rules for Glenwyck Farms.

Date of Application: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

Date Received By Guardian Association Management/Sent to ACC: \_\_\_\_\_

This application is reviewed for the limited purpose of determining the aesthetic compatibility of design with the various provisions of Glenwyck Farms Homeowners Association, Inc. Declaration of Covenants, Conditions and Restrictions. No review has been made with respect to functionality, safety, compliance with governmental regulation, or otherwise and any party with respect to any such matters should make no reliance on this approval. The Architectural Control Committee makes no warranties of any kind, express or implied, or any of its members, and none are to be inferred from approving or disapproving this application. The Committee expressly disclaims liability of any kind with respect to this request, the review thereof, or any structures built pursuant thereto.

***GLENWYCK FARMS  
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 Lauren McGee with Guardian Association Management at (972) 458-2200 and she will be happy to assist you.

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

Guardian Association Management is not the ACC and does not make ACC determinations. Guardian acts as a liaison between the Board/ACC and the homeowners. Guardian 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. Guardian will, however, assist in guiding you through this process.

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, Guardian 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 such as 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.
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:

Guardian Association Management  
12700 Hillcrest Road, Suite 234  
Dallas, Texas 75230

**OR**

Fax to 972-458-2203  
Lmcgee@guardianam.com

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.

Once Guardian Association Management receives the response from the ACC, the decision is logged and an e-mail notification is sent to the homeowner. Please note that Guardian does not have the ability to change a determination made by the Architectural Control Committee.

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