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Reserve of Southlake Home Owners Association

Property Modification Approval Request Form

The Declaration of Restrictions, Covenants and Conditions (a.k.a. CCRs or Deed Restrictions) of Reserve of Southlake require that approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. Any changes from an approved request will require supplemental submission for approval.

Name(s)	
Address	
Email	
Phone	Today's Date
Proposed Project Start Date	Proposed Project Completion Date
Describe the nature of the project (attach pages as necessary **IMPORTANT:** Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.)	
Location (please attach a site map or survey of the property)	
Dimensions	Distance from fences and easements
Colors	Shape
Materials	
Builder	
Other (specify)	

YES	NO	N/A	
			Have you read the applicable deed restrictions?
			Will this project require fence removal?
			Will this project be visible from the street?
			Upon completion, I agree to email a photograph of the completed project to HOA@GloboLink.com.

Projects not completed within twelve (12) months of original submission must resubmit and could be subject to fines.

Homeowner's Signature	Date

Submissions are to be made to: HOA@GloboLink.com Fax: 480-436-6469 PO Box 1532 Keller TX 76244-1532

Committee Use Only

YOUR REQUEST FOR PROPERTY MODIFICATION HAS BEEN:

☐ **APPROVED** ☐ **DISAPPROVED** ☐ **CONDITIONALLY APPROVED**

Comments or reasoning for disapproval:

Approval by ACC does not circumvent, modify or grant a variance from City, County, State or Federal building safety codes or ordinances.

_____ _____

Date ACC Authorized Representative

Form available online at: reserveofsouthlakehoa.org