

IMPORTANT INFORMATION FROM YOUR MILL VALLEY ARCHITECTURAL CONTROL COMMITTEE

A written request must be approved before conducting any exterior improvements; this includes adding landscaping, stone edging, patios, pools, structural additions, etc.

The ACC committee is here to assist you in making improvements to the exterior of your home or property. We are responsible for ensuring that all property modifications comply with the Covenants, Conditions and Restrictions (CC&R's).

The following items must accompany requests for property improvements:

1. A copy of your plat survey with the improvements drawn out indicating where they will occur. You should have received your plat survey from the title company when you closed on your home. The plat survey is required for all requests; no request will be approved without this survey.
2. If someone other than yourselves is performing the work, you must list the name of the person or company performing the work.
3. The materials being used must be listed (slate, treated wood, aggregate, concrete, type of roofing materials, etc.).
4. Do not leave out details; be as descriptive as possible. Lack of details only delays the approval process.

Please send all requests to Legacy Southwest Property Management. Their information is given on the ACC Improvement Application and Review form.

Construction Restrictions

The following are restrictions and guidelines as described in the Mill Valley HOA CC&R as they pertain to improvements made to your home.

1. No work is to begin without prior approval from the Architectural Control Committee and, if necessary, a permit from the City of Mansfield has been received.
2. Only your property can be used for all phases of construction. Your neighbor's property or any property belonging to the Mill Valley HOA is not to be used in any way to access, store or transport any equipment, persons or vehicles.
3. No equipment is to be left overnight unless it is stored inside your enclosed garage. Contractors must remove all equipment at the end of each day's work.
4. No commercial vehicles are to be parked overnight except inside your enclosed garage.
5. Work can only be conducted during the following times as defined by the City of Mansfield.

Mill Valley Community Association, Inc.
ARCHITECTURAL IMPROVEMENT APPLICATION AND REVIEW

Note: To avoid delay, make request as complete as possible or it will be returned for more information or denied as appropriate. Deed restrictions specify that approval must be obtained prior to construction.

Homeowner Name: _____

Property Address: _____

Mailing address (if different): _____

Phone: _____ E-mail: _____

Describe Modification/Improvement Project, including dimensions, location and materials involved

Has owner reviewed the Declarations of CC&Rs for the Association?	YES	NO
Was the City of Mansfield contacted about necessary permits?	YES	NO
Will modification/improvement be visible from the street in front of home?	YES	NO
Will this project require temporary removal of fence?	YES	NO

Preferred Project start date: _____ Estimated completion date: _____

Name, address, phone number(s) of Contractor(s) performing work:

Attach copy of contractor's plans and/or drawings for any added structures
Attach copy of plat survey indicating where modification/improvement will occur
Additional landscaping must indicate name of plants or trees to be added

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Acknowledgements are required from any adjacent properties that will be most affected and/or have a view of your proposed change. Should one of your neighbors have concerns about the improvement, they should contact a member of the Architectural Control Committee.

Neighbors Names, addresses and phone numbers

Signature

Owner's Signature submitting completed application and acknowledging information is correct.

Property Address

Homeowners Signature

Date

This application must be mailed, faxed or scanned and attached to an email to:

Legacy Southwest Property
Managing, LLC Attn: Heather Smith
8668 John Hickman Pkwy.
Frisco, TX 75034
Voice: 214-705-1615 Option 7
Email: Heather@Legacysouthwestpm.com

Date Received by LSW: _____

Date Received by ACC: _____

(For ACC Committee Use Only)

ACC Decision (circle one):

APPROVED

DISAPPROVED

DENIED PENDING MORE INFORMATION

ACC Authorized Signature: _____ Date: _____

Reasons or Conditions:
