

# ROB ROY

ON • THE • CREEK

Architectural Committee

## Improvement Submittal Form

In accordance with the Rob Roy on the Creek Homeowners Association recorded Covenants, Conditions, and Restrictions, and in order to protect each individual owner's rights and values, it is required that any owner contemplating improvement\* of his/her deeded property submit the following to the RROTC HOA Architectural Committee prior to initiating work on the planned improvements:

- 1** Completed Improvement Submittal Form
- 2** Complete and detailed building plans, material listing and specification
- 3** A property site/plot plan showing the location of the proposed improvement

\*Improvement is defined to include, but not be limited to: patio covers, decks, outside buildings, retaining walls, fences, building add-ons, pools, landscaping, etc.

### Please note:

Failure to submit this form and the requested attachments (items 1, 2, and 3) prior to construction may result in denial of your request for improvement approval. Further, if any change is made without approval, the Association may assert its right to require the homeowner remove the improvement from the property. Any homeowner considering an exterior improvement is urged to review the recorded deed restrictions prior to submitting the initial request.

### Please complete the following information:

Owner name(s) \_\_\_\_\_ Home tel \_\_\_\_\_  
Property address \_\_\_\_\_ Work tel \_\_\_\_\_  
Mailing address (if differs) \_\_\_\_\_ Cell (req'd) \_\_\_\_\_  
City, State ZIP \_\_\_\_\_ Email \_\_\_\_\_

Briefly describe the proposed improvement:

Contractor(s) who will complete the work on this improvement:

Company \_\_\_\_\_ Contact \_\_\_\_\_ Tel \_\_\_\_\_  
Company \_\_\_\_\_ Contact \_\_\_\_\_ Tel \_\_\_\_\_  
Company \_\_\_\_\_ Contact \_\_\_\_\_ Tel \_\_\_\_\_

Approx. construction start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

I understand that the Architectural Committee will review this submittal within 30 days of of all required documentation and will contact me in writing regarding the project. I agree not to begin property improvement without approval from the Architectural Committee. I understand that all construction shall comply with applicable regulatory codes and standards, and that Architectural Committee approvals do not override such regulatory codes and standards.

\_\_\_\_\_  
Homeowner's signature/printed name      Homeowner's signature/printed name      Today's Date mm/dd/yy

### Please return this completed form and attachments to:

**By mail:** **RROTC HOA**  
c/o Spectrum Assoc Mgmt  
8303 N Mopac Ste B120  
Austin, TX 78759  
Tel 512.954.6401

**Upload:** **SpectrumAM.com**

**By Email:**  
[contact@spectrumam.com](mailto:contact@spectrumam.com)  
Attn: AC