



West Fork Estates Homeowners Association, Inc.

Request for Home Improvement Approval

All improvements and /or changes to home or property in West Fork Estates must be presented to the Architectural Control Committee for approval. Please use the form below to submit your proposed improvement.

Property Owner: _____ Date: _____

Property Address: _____ Section: _____ Block: _____ Lot: _____

Email Address: _____ Phone Number: _____

Describe Proposed Improvement:

Fee Schedule:

\$30 Admin- payable to Commonvest CAM- (non refundable)

\$75 Processing Fee- Payable to West Fork Estates HOA (non refundable)

\$1,000 Infrastructure Deposit – Payable to West Fork Estates if improvements require the use of heavy equipment; cranes, dumpsters, skid steers, etc. (refundable)

Note: Incomplete applications will not be submitted to the ACC; funds are required for completion. The ACC has up to 45 days to approve submitted applications.

Check here for fast-response paperless option. (All correspondence will be delivered via E-mail)

Main Email: _____

Additional (CC) Email: _____

In order to process your application, please provide:

- **Site plan (Lot survey or drawing and the project location depiction)**
- **Colored photos of samples of all materials/colors**
- **Any additional detail to describe the improvement**
- **Applicable fees**



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936.521.6900 Phone / 936.521.6901

www.ccamgt.com



West Fork Estates Homeowners Association, Inc.

ACC Guidelines Acknowledgement Form

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other lot/property Owners. All trash and debris will be cleaned up daily.
5. I will be responsible for maintaining and submitting a copy of my liability insurance policy with the WFE HOA named as an additional insured.
6. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connections with this work, and I will obtain any necessary governmental permits and approvals for the work.
7. I understand and agree that the West Fork Estates Homeowners Association, its Board of Directors, its agents and the ACC have no responsibility with respect to such compliance and that the Board of Directors' or its designated ACC's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.
8. I understand that a decision by the ACC is not final and that the Board of Directors may reverse or modify a decision by the ACC upon the written application of any Owner made to the Board of Directors within ten (10) days after the ACC makes its decision.

West Fork Estates Fine and Fee Policy

Dumping trash on Association Common Area or other Owners property.....	\$250.00
Destruction or defacing of Common Area property.....	\$500.00
Posting signs without Association approval.....	\$200.00
Construction or modification of property without Association approval.....	\$200.00
Continuing deed restriction violations (daily).....	\$25.00
Any other violation of the deed restrictions.....	\$200.00

Cutting down or removing trees without Association approval:

- A. Under - 12" caliper trees.....\$200.00
- B. 12"-18" caliper trees.....\$250.00
- C. 18"-24" caliper trees.....\$300.00
- D. 24" – over caliper trees.....\$350.00

I certify to have obtained and read the DCCRs and ACC Regulations of West Fork Estates HOA.
 (check box and sign below)

Signature of Homeowner

Improvement Start Date

ACC Approval/Disproval

Improvement Completion Date

Your Association Manager: Kelli Baker
 E-Mail: kelliann@ccamgt.net

