

FLRA Architectural Request Form

Reminder: ANY exterior work needs to have an Architectural Request form submitted (and approved) **PRIOR** to any work being started.

Unit Number	Name
Phone	Mobile Phone
Project Start Date	Contractor Name & Phone Number

The goal of the Architectural Request process is to ensure that any exterior work is compliant with the FLRA Architectural Guidelines and CC&R's PRIOR to buying materials or starting work, ultimately eliminating disagreements and/or costly rework.

Project Description: _____ (Check **ACC Category 1** or **ACC Category 2** – whichever applies)

ACC Category 1: "Like-for-like" replacements or repairs

➤ **These projects may be approved by the Board, without going to ACC**

- change or replace exterior light fixture
- change, replace, or repaint front/back door OR front/back screen door
- repaint exterior of townhouse Fountain Lake brown including repair & replacement of damaged siding
- repaint/stain existing wood balconies/deck/railings Fountain Lake brown including repair & replacement of wood planks (no footprint change)
- replace roof with approved dark brown shingles - with or without removal of skylights

**** ALL OTHER PROJECTS MUST BE SUBMITTED WITH DESIGN DETAILS ****

NOTES: _____

ACC Category 2: All other project/replacements

➤ **Requests must go to the FLRA Board and ACC for approval**

Process for review: Attach photos and/or scale drawings specifying all dimensions, design, color, and materials. The more information you provide, the quicker the decision from ACC. Your requests will be considered at the next FLRA Board Meeting and then forwarded to the Architectural Control Committee. The FLRA Board will contact you with approval/rejection after ACC reviews your request. **Please consider attending the FLRA Board meeting in-person to present your request and address any questions.**

NOTES: _____

Date Homeowner Notified	Architectural Request Decision
	Approved / Not Approved

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Submit all requests through your Association's Directors via email @ flra_bod@yahoo.com or at the following address:

FLRA
Attention: Architectural Control Committee
200 Fountain Lake #105
Livingston, TX 77351

NOTE: All approved projects must be started within 90 days of approval and finished within 12 months of approval. Failure to meet these dates will require you to submit the project for approval again.

Form Tracking Information, to be completed by FLRA BOD and ACC.

Date FLRA BOD Received Request / Form	Form completed with description & drawings
	Acceptable / Not enough information
Date FLRA BOD Meeting	FLRA BOD Decision
	Approved / Not Approved
Date sent to ACC for decision	
Date ACC Decision	ACC Decision
	Approved / Not Approved
Date Homeowner Notified	
Additional Comments	

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