

# County Line Association, Inc.

## Thinking of making an improvement to the exterior of your home?

One of the primary focuses of your Homeowners Association is to help protect your home's value. One of the ways the HOA does this is by ensuring an aesthetic standard in your community. This is why your HOA requires all exterior changes to your home be submitted for review by a committee that is made up of your neighbors. Please read on for a list of required documentation, instructions for submission, and a list of most frequently asked questions.

### Required Documents:

- Architectural Modification Application (attached)
- Location of improvements marked on Site Plan (survey)
- Materials to be used (exact materials and color choices)
- Photo samples and photos of your home (if applicable)
- Dimensions of improvement including height, length and width
- Copies of any inspections or permits issued by the City of Elgin's Building Department (Deck/Patios/Additions/Driveways/Sidewalks, etc) if applicable

### Instructions:

1. Email all required items to [CountyLineAMA@gmail.com](mailto:CountyLineAMA@gmail.com) for processing. Please allow until the end of the following business day to receive an email confirming receipt of your application.
2. You may also mail your completed application to the Management Company.

### Frequently Asked Questions:

**Q:** What types of improvement do I need to submit for approval?

**A:** Anything that modifies the existing look of the home, fence, or the land. Any element that is added or changed on your home's structure or lot including play equipment, pergolas/gazebos, pools, sidewalks, patios, fire pits, driveway modifications, changes to roofs, new landscaped areas, new paint choices and more.

**Q:** What types of projects do NOT need to be submitted for approval?

**A:** If you are maintaining your home by changing existing elements with new but the same design, color or specs as the old, then you do not have to submit for approval. For example: replacing your roof with the same material, style, and color as the old roof, repainting trim and doors with the same color, refreshing or replacing existing landscaping with new plants. These projects are considered maintenance and do not require that you submit an application for review.

**Q:** How long does the application process take?

**A:** The timeline is set to 30 days, however depending on the volume, the review usually takes closer to 2 weeks considering all items are submitted and a variance doesn't have to be requested.

**Q:** How will I know my application was received and approved or denied?

**A:** You will receive email correspondence when your application is uploaded for review and when a decision has been made regarding the project. You may also receive notifications that more information is needed to complete the review, so please watch your email closely.

**Have another question not answered here? Please email [CountyLineAMA@gmail.com](mailto:CountyLineAMA@gmail.com)**

# ARCHITECTURAL REVIEW PROCESS AND PROCEDURES

## Objectives

The overall objective of this document is to serve as a guide to submitting an application for improvements. This process outlines the standards for which an application will be held to and considered for approval by the Architectural Control Committee (ACC).

All homeowners and residents benefit from the planning and design that have been an important part of the development of their community. The purpose of design controls is to assure homeowners and residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment.

All modifications to the exterior of any property need written approval from the ACC prior to the changes being made. The association reserves the right to request removal of any changes or modifications that have not received prior approval.

The authority for maintaining the high quality of design in our community is found in the Declaration of Covenants, Conditions and Restrictions as well as the Bylaws of the Association. Every property in the subdivision is subject to the governing documents and acceptance of the deed for the property is also acknowledgment to be bound to by these instruments. As a homeowner, you should have received copies of the Declaration of Covenants, Conditions, and Restrictions, the Articles of Incorporation and the Bylaws of the Association, which establish and govern The County Line Association, Inc. as the Property Owners Association for the community. Sellers are required by Texas law to provide a copy of all "home ownership documents" to the buyer (Copies can be downloaded from the Management Company's website). These covenants and restrictions "run with the land" and are binding on all homeowners. As a result, these covenants and all other homeowner documents should be read and fully understood by each homeowner. Architectural Guidelines can be obtained from the Management Company or at [www.countylinehoa.org](http://www.countylinehoa.org).

## Definitions

- Covenant – Generally a promise by one person to another to do or refrain from doing something that is legally enforceable.
- Nuisance – An unreasonable activity or condition on one's property that substantially or unreasonably interferes with another property owner's use and enjoyment of his/her land.
- Runs with the Land – Refers to a covenant (restrictive or otherwise) that is permanently attached or applicable to a particular property. This means that these restrictive covenants transfer with the title to subsequent landowners.

## FORMAT FOR ARCHITECTURAL CONTROL COMMITTEE APPROVAL SUBMISSIONS

**Review Procedures:** All applications will be submitted to the Management Company and reviewed for completeness. If the application is incomplete, the application will be returned to the homeowner for additional information. If the application is complete, the Management Company will then submit the application to the Architectural Control Committee for consideration. The Architectural Control Committee has thirty (30) days to review the application and communicate their decision in writing to the applicant's address and/or email.

# County Line Homeowners Association

## Architectural Modification Application

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

Email (Required): \_\_\_\_\_ Check one:     I am the homeowner     I am a renter

Property Address: \_\_\_\_\_ Elgin, Texas 78621

Mailing Address (If different): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Briefly describe the proposed improvement: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Proposed dates of construction: \_\_\_\_\_

**Type of Improvement** (check or circle which improvement applies to your request):

- |  |  |
|--|--|
| <input type="checkbox"/> Swimming Pool   | <input type="checkbox"/> Spa/Hot Tub   |
| <input type="checkbox"/> Stain Fence ( <b>Sample Required</b> )                    | <input type="checkbox"/> Arbor/Trellis   |
| <input type="checkbox"/> Modify, Replace, or Expand Fence ( <b>Materials</b> )     | <input type="checkbox"/> Gutters   |
| <input type="checkbox"/> Paint Exterior ( <b>Sample Required</b> )                 | <input type="checkbox"/> Storage Building ( <b>Location, Dimensions, Materials, and Colors</b> ) |
| <input type="checkbox"/> Porch Railing   | <input type="checkbox"/> Landscaping   |
| <input type="checkbox"/> Play Structure ( <b>Height, Width, Length and Color</b> ) | <input type="checkbox"/> Replace Door  |
| <input type="checkbox"/> Front Yard Statuary/Bird Bath/Water Fountain              | <input type="checkbox"/> Screen/Storm Door   |
| <input type="checkbox"/> Permanent Gazebo  | <input type="checkbox"/> Deck Patio/Patio Cover/Extend Patio                                     |
| <input type="checkbox"/> Temporary Gazebo  | <input type="checkbox"/> Repair/Replace Roof ( <b>Sample Required</b> )                          |
| <input type="checkbox"/> Wall Art/Outside Décor                                    | <input type="checkbox"/> Exterior/Landscape Lighting   |
| <input type="checkbox"/> Solar Screens/Window Treatments                           | <input type="checkbox"/> Solar Panels ( <b>Architecture Drawings</b> )                           |
| <input type="checkbox"/> Windows   |  |
| <input type="checkbox"/> Other: _____  |  |

**Plan Submittal Requirements**

Please thoroughly review your application to ensure that all required information is included. Incomplete applications will be rejected.

**Site Plan (Survey):** Issued in closing papers showing the building setback lines and easements. Must show the exact location of the improvement on the site plan.

**Materials:** List all materials used in the project (Ex. type of wood, brick, cement, iron, flagstone, stucco, etc.). **Roofing:** Provide samples of material, style, and color. **List materials here:**

**Color Samples:** Provide brand/name and color samples for the paint color or stain to be used.  
**Include samples here:**

<b>Dimensions:</b> Needed for all improvements such as sheds, play structures, greenhouses, decks, arbors, patios/patio covers, etc.	Length in feet: _____ ft
	Width in feet: _____ ft
	Height in feet: _____ ft

**Fence modifications:** All fence modifications must follow City of Elgin code ordinances. You must indicate the location of the current fence and gate in relation to the proposed fence and gate. Also include fence materials, style, and stain.

**Include Photos, Colors, Materials, Elevation drawings, or Brochures showing the proposed improvement.**

**Other information Needed:** Copies of the City of Elgin's Inspections and Permits from the Building Department, Exterior lighting (include wattage), Solar Panels (include installer's architectural drawings showing where the panels will be located, complete specifications for the panels, and an engineering study to certify that the roof can support the weight of the panels).

**\*\*Attach all documents and extra paper as needed to properly describe the proposed modification.\*\***

**Application received by:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_