

EAGLE'S BLUFF COMMUNITY ASSOCIATION, INC.**New Construction/Modification Form Submission Guide**

Please refer to the *Declaration of Covenants, Conditions and Restrictions (DCC&R)* and *Design Guidelines* for all **new construction/modification** guidelines. If you have additional questions or concerns after reading the DCC&R, please call Chris Brewer with Rose City Property Management, Inc. at (903) 630-6355 and she will be happy to assist you.

The Declaration of Covenants, Conditions and Restrictions (DCC&R) of Eagle's Bluff Community Association, Inc. states: "...No Architectural/Landscaping changes may be made without first receiving approval from the *New Construction/Modification Committee (NCC/MC)*...."

Rose City is not the NCC/MC and does not make new construction or modification determinations. Rose City acts as a liaison between the Board of Directors, NCC/MC and the homeowner(s).

1. Please **completely** fill out the ACC and/or Modification request form. If it is incomplete, the NCC/MC will be unable to make its' determination. The time period in which the NCC/MC has to make a determination will begin when all materials have been submitted completely. We want to process your request as efficiently as possible and can better achieve this if the form is completed properly.
2. Please be certain to include **a copy of the plat of your lot** with the correct figures/measurements and placement of your improvement(s) clearly marked. You should have received a copy of your plat at closing. *(Should you need to obtain another copy of your plat it will be necessary for you to contact the title company that handled your closing. Unfortunately, Rose City cannot obtain this item for you.)*
3. Please include any construction plans and material samples, etc. you may have (depending on the project) as well as the requirements outlined in the *Design Guidelines and DCC&R's*. This might include a list of materials like the type and color of wood, stain, brick, metal, etc. and possibly samples of the materials (at the NCC/MC's request) after the initial application.

Note: Rose City cannot fill out the request form, plat, materials list, etc. for the homeowner. It is the homeowner(s) responsibility to obtain and complete these items. Rose City will, however, assist in guiding you through this process.

4. Once you have filled out the paperwork completely, included your plat, and any other requirements according to the ***Design Guidelines/DCC&R's***, please mail (or fax, if no material samples are to be submitted) the application to the following address:

Rose City Property Management
Attention: Chris Brewer
P.O. Box 167
Bullard, Texas 75757

OR Fax to: (903) 630-6355

OR Email: chris@rosecitymanagement.com

*** The preferred method to receive plans is in PDF form, if possible on a memory stick, otherwise emailed PDF's are also accepted. ***

5. In accordance with the Design Guidelines and DCC&R guidelines, the NCC/MC is allowed up to thirty (30) days in which to make and notify you of its' determination.
6. Once Rose City receives your completed application, it is immediately logged and forwarded by mail or direct delivery to the NCC/MC.

There is a \$3,000.00 Non-Refundable Road Fee and a \$1,000.00 Builder Deposit due on all new home construction with the application. The \$1,000.00 Builder Deposit is refundable as long as the curbs and all other areas of the common areas and home site have no damage. All submittals for existing home modification will be evaluated by the MCC to determine if a Road Fee applies. The check should be made out to Eagle's Bluff Community Association. On all exterior modifications pouring of a slab or other foundational materials (living space, garage, driveway, patio, pool, etc.) after a home is built will be charged \$.50/sq ft.

Once Rose City receives the response from the NCC/MC, the decision is logged and a copy of the application (including the decision) is returned to the applicant. Should you disagree with the determination of the NCC/MC, you have the right to request a *hearing*. The request for a hearing should be made in writing as soon as possible and sent to Rose City. It will be processed, sent to the NCC/MC, and you will be notified of the NCC/MC's determination. Please note that Rose City does not have the ability to change a determination made by the NCC/MC.

We hope this guideline helps you with any New Construction or Modification Requests you may wish to submit.