

**MERIDIAN HOMEOWNERS' ASSOCIATION, INC.**  
**Architectural Control Submission Form**

Owner (Applicant): \_\_\_\_\_ Account: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Village/Subdivision: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Notification Method: (Please circle preferred)

Phone: H) \_\_\_\_\_ W) \_\_\_\_\_ C) \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Email: \_\_\_\_\_

**Modification or Addition Requesting:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Remodeling/Additions                 | <input type="checkbox"/> Landscape: planting and/or edging | <input type="checkbox"/> Sports/Play Equipment              |
| <input type="checkbox"/> Storage Shed/Arbor/Gazebo            | <input type="checkbox"/> Pool / Spa                        | <input type="checkbox"/> Hardscape: paving, sidewalk, drive |
| <input type="checkbox"/> Decks/Patio: extension or cover      | <input type="checkbox"/> Garage Door(s) / Exterior Door(s) | <input type="checkbox"/> Lighting: fixtures and location    |
| <input type="checkbox"/> Fence/Wall: replacement or extension | <input type="checkbox"/> Exterior Color (Paint)/Materials  | <input type="checkbox"/> Other: _____                       |

DESCRIPTION OF/AND REASON FOR REQUEST: \*Is this request in response to a violation letter we sent you? YES  - NO

\_\_\_\_\_  
\_\_\_\_\_

Please **make sure** you have attached/included all of the following information:

- A completed Submission Form (including signature below acknowledgement notice on next page)
- A description of the project, including height, width and depth, roofing materials, colors etc.
- A complete materials list of the project, including paint samples and/or stain color
- A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or links to websites)
- A site plan showing the location of the house along with any other structures on your lot, and the proposed structure (including dimensions from the property line or other structures)

Please send to: Meridian Homeowners' Association, Inc.  
Mail: 2555 SW Grapevine Pkwy, Ste 300, Grapevine, TX 76051  
Fax: 817-310-6950 Phone: 817-310-6900  
Email: mcarc@cmamanagement.com  
[www.cmamanagement.com](http://www.cmamanagement.com)

**For Office/Committee Use Only:**

Date Submission Received: \_\_\_\_\_

APPROVED  APPROVED W/STIPULATIONS  DENIED  DENIED PENDING ADD'L INFORMATION

By: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions/Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Committee Pre-Approval Inspection \_\_\_\_\_ Committee Post-completion Inspection \_\_\_\_\_

**Owners Acknowledgements:**

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Control Authority (ACA);
- Any construction or alteration to the subject property prior to approval of the Architectural Control Authority is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- *The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. The Meridian Homeowners' Association, the ACA Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.*

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Authority. The Architectural Control Authority has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Informational Addendum**

REVIEW PROCESS - *The ACA may take up to thirty days from the scheduled meeting date to render a decision. However, the ACA will use every reasonable effort to expedite the review process. Applications will be reviewed prior to the scheduled meeting date for completeness and the ACA may request additional information to help clarify proposal. An applicant may appeal the decision (see below).*

APPLICATION - *The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ACA. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the ACA.*

APPEALS - *Requests to appeal an ACA decision must be made in writing within thirty days after the Modification application has been returned to the property owner.*