

Country Club Estates Homeowners' Association
Architectural Control Committee
Owner's/Builder's Proposal for Gutters to Existing Residence

Dear Owner/Builder:

You have expressed an interest in adding gutters to your existing residence. As you are aware, Country Club Estates subdivision is a restricted community subject to a Declaration of Covenants, Conditions, and Restrictions (CC&Rs) filed with the Guadalupe County Clerks' Office. Please be sure you have read these restrictions thoroughly, as you are required to comply with all of the restrictions. This proposal is **not** intended to be a substitute for the CC&Rs.

Prior to beginning any construction or making any changes, you need to provide the Architectural Control Committee of the homeowners' association with the following information. The Committee will use this information to determine whether or not to approve your proposal. As required by the CC&Rs, written approval must be obtained from the Committee **prior** to beginning any construction

Please email your proposal documents or questions to SeguinCCEHOAacc@gmail.com.

REQUIRED INFORMATION

In addition to completing the following questionnaire, please provide these documents to the Committee:

- A. Drawing of the house showing where the gutters and downspouts are to be installed (Architectural plan elevations can be used for this purpose).
- B. A color photo, e.g., brochure, printed webpage, etc., showing the architectural features and color of the gutters and downspouts.

Lot Number and Address: _____

Lot Owner's Name: _____

Lot Owner's Address: _____

Lot Owner's Phone Number: _____

Please provide the following information:

1) The contractor's name, address, and phone number: _____

2) The type of gutters: ☐ Seamed ☐ Seamless

3) Please indicate the type of material to be used for the gutters and downspouts (e.g., aluminum, vinyl, galvanized steel, etc.) _____

4) Gutter manufacturer name and product number and color: _____

The information provided above is complete and accurate. I acknowledge I have read the CC&Rs and I am responsible for complying with them, as well as Uniform Building Codes, local government rules, plat requirements, and any applicable safety requirements. I agree to provide any additional information requested by the Committee and to allow site inspections related to this proposal. If there are any modifications or changes to the original plans submitted, including but not limited to exterior design and materials, color, placement, etc., I will submit a new proposal to the Committee for approval prior to beginning installation or making said changes.

Owner's Signature

Date

For Architectural Control Committee Use Only

Based on a review of the information provided, the Architectural Control Committee

☐

approves the proposal.

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does not approve the proposal.

Committee Member's Signature

Date