



# Oak Parke Homeowners' Association

Austin, Texas  
www.ophoa.org



## **Architectural Control Committee Neighbor Notification of Pending Project**

As the homeowner requesting the project, please fill out the information below and have your neighbor read through this document, designate approval or disapproval, and sign / date it.

- Homeowner's Printed Name(s): \_\_\_\_\_
- Homeowner's Printed Address: \_\_\_\_\_
- Brief Description of the Homeowner's Project: \_\_\_\_\_  
\_\_\_\_\_
  
- Neighbor's Printed Name(s): \_\_\_\_\_
- Neighbor's Printed Address: \_\_\_\_\_

I (we) \_\_\_\_\_, [*neighbor's printed name*] have seen the building plans and/or design that the homeowner is planning to construct on their property. As their neighbors, I (we) [ APPROVE, DO NOT APPROVE ] of their project listed above. **The purpose of this requirement by the Oak Parke Architectural Control Committee (ACC) is to verify that as homeowners, we have discussed our project plans with our neighbors. By doing this, we have established a proactive channel of communication with our neighbors and this will hopefully mitigate any potential problems before money is spent and changes become permanent.** The Oak Parke Architectural Control Committee recognizes that as property owners, homeowners do not need neighbor approval for home construction projects as long as:

1. the project meets all Oak Parke CC&Rs (Covenants, Conditions, and Restrictions) or a variance is approved,
2. abides by all applicable building permits as required by the city/county, and
3. is approved by the Architectural Control Committee.

Most home additions and construction projects do not create disputes between neighbors; however when disputes do arise, they often originate from the homeowner (who is planning the project) by not providing information to their neighbors when they plan to make changes that might possibly be seen by or otherwise impact their neighbor(s).

\_\_\_\_\_  
Neighbor's Signature

\_\_\_\_\_  
Dated

Prior to beginning your project, please return this signed original form to: Goodwin Management  
Carl Gamble c/o Oak Parke  
11149 Research Blvd., #100  
Austin, TX 78759-5277