



NEW Townsq Arc Feature is ready for use

NEW Submit Your Architectural Applications in TownSq!

TownSq is now integrating all of your data including all of your Architectural Request and we are excited to bring you Architectural Requests through TownSq — a new feature on TownSq designed to assist you with submitting new projects for your home any time on any device!

Now you are able to submit your application through TownSq by clicking Architectural Review on the left side and selecting Submit!

Let's view the completion of an Architectural Request project (video) from the perspective of a homeowner, voting committee, and also some task for your community manager may use as well (vary per community)

- Creating and submitting a project
- Reviewing and voting process
- Approving and attaching a verdict letter

Click here to watch the video: <https://youtu.be/S4uunc9YN3k>

Also, here is a blog for more information <https://www.townsq.io/blog>

We created a new email address for any project questions or issues related to Arc Requests: arc@mytownsq.com

If you have any questions, please email us.

Téa Basquez-Community Association Manager Tea.Basquez@associa.us

Julia Yanes-Administrative Assistant Julia.Yanes@associa.us

Best Regards,

Téa Basquez

Community Association Manager

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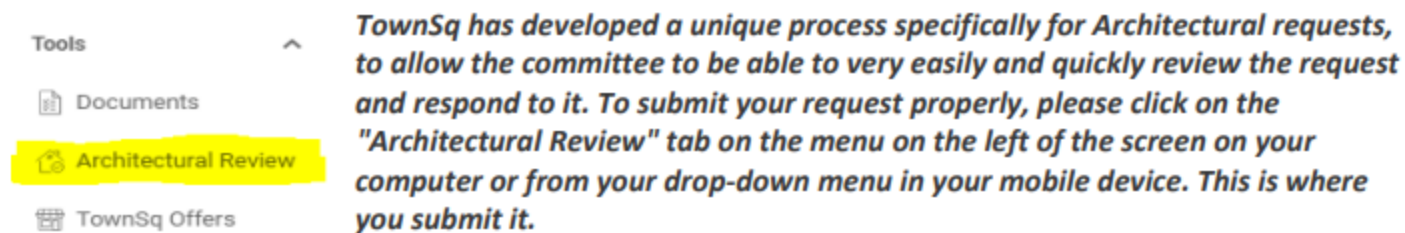
4009 Banister Lane Suite #300 Austin, Texas 78704

Visit us online: www.Associahillcountry.com

HOW TO SUBMIT ARCHITECTURAL REQUEST

Dear Community,

I will like to share with the HOA Members the process set up in TownSq to submit Architectural Requests to the ACC for review. Despite there being a category in the regular "Request" section for Architectural Application, this is NOT the place to submit your request.



Also, please remember, to submit your request fully, there needs to be an ACC form also filled out and all components requested on that form provided. Otherwise the application will be deemed incomplete and sent back to you before the ACC can approve or deny.

I know this can be somewhat awkward, but this helps to standardize the process and make sure that the committee has everything they need every time up front to complete the requests.

The ACC form can be found in the documents section of TownSq by searching for "ACC". Complete the form and submit it along with your plan and required documents to the "Architectural Review" tab/section in TownSq. Please, DO NOT submit it in the regular "Request" section. You will just be redirected to the other section.

Please reach to us at AHC.Info@associa.us or to me, as the HOA Community Association Manager, if you have any further questions about this.

Sincerely,

Téa Basquez

Community Association Manager - Associa Hill Country

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WHAT IS THE PURPOSE OF THE COMMITTEE? The purpose of the committee is to maintain property values by protecting the environmental and architectural integrity of the Subdivision in accordance with the provisions of the Declaration. Most covenants state that no building, structure or improvement of any character shall be erected, placed, added to or altered on any lot until the building plans, specifications and a site plan showing the location of the proposed structure or structures have been submitted to and approved by Architectural Control Committee for the Association as being in compliance with the restrictions as to use, quality of workmanship and materials, nature of materials, harmony of external design and colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary lines and building lines, and within the scheme and design of Declarant.

WHAT ACTION IS REQUIRED OF OWNER(S)? Prior to making any change or improvement, any owner planning to change or add to the existing structures on a lot must submit a request in writing to the ACC stating the details of the intended change, improvement or need for variance and attaching samples or plans to more clearly describe the projected change or addition. If any change, improvement or action in variance from the Declaration is taken prior to written approval of the ACC, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property.

WHAT TYPES OF ITEMS REQUIRE WRITTEN APPROVAL?

Some examples of improvements/alterations requiring written approval from the ACC include (refer to the Declaration for other details):

* Antennae * Satellite Dish * Playscapes * Fences and walls * Solar Collectors * Storage Building, * Patio Cover * Major change in landscaping * Flagpoles, light fixtures * Swimming Pools

CAN THE COMMITTEE GRANT VARIANCES FOR CERTAIN DETAILS? The Committee is authorized to grant selective variances for things such as location, height, number of Improvements, materials, etc., but the owner must request this variance, giving reasons why it should be granted so that the Committee can make a reasoned decision.

WHY DO WE HAVE TO PUT EVERYTHING IN WRITING? The formal request and approval process are necessary to assure that every owner's desire to improve his or her property can be given due process without discrimination. It will also provide the owner(s), the Committee and the Association Board with a permanent record of actions taken under the Declaration.

WHAT DO WE NEED TO SAY IN THE REQUEST? A number of owners have already requested and been granted approval to add improvements to their property by following the procedures outlined in the Declaration of Protective Covenants, but there are some owners who have expressed surprised and consternation about have to "ask permission" to improve their own property. Your HOA is subject to a Declaration of Protective Covenants and all owners become obligated to follow the terms of the Declaration when they receive the deed to their property. The form has been created to make it easier for all owners to submit request for improvements.