

Madison Park Subdivision Owners Association, Inc.

Architectural Control Committee (ACC)

Project-Specific Approval Letter & Permit

Approval ID (ACC): _____

Date of ACC Decision: ____ / ____ / 20____

Board Ratification (if applicable): ____ / ____ / 20____

Owner(s): _____

Property Address: _____

Email/Phone: _____

1) Project Identification (This approval is valid only for the project described below)

Project Title (e.g., "Rear Yard Patio Cover / Shed / Fence Replacement"):

Scope & Description (materials, construction method):

- Structure type/use: _____
- Dimensions (L × W × H): _____
- Roof type/pitch/profile (if any): _____
- Exterior materials/finishes (siding/trim/masonry): _____
- Doors/windows (if any): _____
- Color(s) & code(s) (body/trim/roof): _____
- Lighting/electrical (if any): _____

Location on Lot: (attach survey/plat marking exact placement, setbacks y servidumbres)

- Setbacks (front/side/rear): _____
- Easements impacted: ☐ No ☐ Yes → (describe) _____
- Visibility from street/common areas: ☐ Yes ☐ No (screening plan if required)

Plan Set & Exhibits Submitted (attach and list):

- Site plan/survey (dated //____)
 - Elevations (N/S/E/W) y alturas
 - Material/color sheets & product cut sheets
 - Photos of existing conditions (min. 3 angles)
 - City notes/permit (if available)
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2) Decision

- ☐ **APPROVED** (as submitted)
- ☐ **APPROVED WITH CONDITIONS** (see §3)
- ☐ **DENIED** (see §4)
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3) Conditions of Approval (if any)

1. _____
 2. _____
 3. _____
 4. **City Permit:** ☐ *Required* (Edinburg) — Provide copy **before** start.
 5. **Commencement/Completion:** Start within **60** days of approval; complete within **240** days of commencement.
 6. **Inspection/Verification:** Final **ACC inspection** OR submission of date-stamped Photos (all elevations details).
 7. **Maintenance/Screening:** Maintain in good condition; install perennial screening if the ACC requires it.
 8. **No deviations:** Any Change (dimensions, colors, location) **requieres prior re-approval.**
 9. **No waiver / No precedent:** This approval does not constitute a waiver of another restrictions and does not create precedent.
 10. **Non-transferable:** Válido **only for this property, this owner and this project.**
 11. **Revocation:** Subject to revocation for incomplete/inaccurate information or noncompliance with conditions.
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4) Reason(s) for Denial (if denied)

5) Owner Acknowledgment & Acceptance

By signing below, the Owner(s) acknowledge and agree that:

- They have read and **accept** all conditions of this ACC approval and the community's **Governing Documents/CC&Rs** (including **Art. VIII, §4** – harmony of external design, height, materials, and location; **Art. V, §1** – accessory structures only with ACC consent; **Art. V, §7** – “temporary” structures prohibited without written approval).
- No work will commence **until** any required **City of Edinburg permit(s)** are obtained and provided to the ACC.
- The project will be constructed **exactly as approved**; **any change** (dimensions, materials, colors, or location) **requires prior ACC re-approval**.
- The ACC/HOA may conduct a **final inspection** and require reasonable adjustments to ensure conformity.
- This approval does not replace governmental permits nor authorize encroachments into **easements** or violations of **setbacks**.
- The Owner assumes all responsibility for the project and will hold the HOA/ACC harmless for approved work.

Owner(s) Name & Signature: _____ Date: // _____
Owner(s) Name & Signature: _____ Date: // _____

6) ACC Approval Signatures

ACC Member (print & sign): _____ Date: // _____
ACC Member (print & sign): _____ Date: // _____
ACC Chair (print & sign): _____ Date: // _____

(Optional) Board Acknowledgment (if Board policy requires):

Director (print & sign): _____ Date: // _____

7) Administrative Notes (internal)

- Date request received: // _____ • Completeness check: ☐ Yes ☐ No
- 30-day decision deadline (CC&Rs): // _____
- City permit received (date/number): _____
- Final inspection / photo verification: ☐ Passed ☐ Deficiency noted → action: _____
- Record & file: Owner packet + approval + final photos on digital file.

Please return this form to madisonsubacc@gmail.com