

OWNERS ASSOCIATION OF MURPHY FARMS, INC.

ACC FREQUENTLY ASKED QUESTIONS – (FAQ)

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1. When Should I Submit an Architectural and Landscape Change Request?

You should submit an Architectural and Landscape Change Request Form any time you wish to make an alteration / improvement to the exterior of your home or lot addressed in the Murphy Farms HOA Architectural and Landscaping Guidelines and Standards statement. If the improvement you are contemplating is not specifically address the statement, you may contact the ACC Chair for guidance – see also the next FAQ for specific changes/improvements your neighbors have made that required ACC approval.

2. What types of changes do I need ACC approval for?

The follow listing is not an all-inclusive list of changes/improvements that require ACC approval – the ACC and Board may update this from time-to-time as necessary. If you are not sure whether to complete a change request for your planned project, contact an ACC member, or a member of the Board. Common changes/improvements requiring ACC approval include:

- a. A roof replacement for any structure on your lot – home, detached, or other building/structure. If you plan to change the type of roofing material, or color, you will need to provide the existing material/color and the proposed material/color. If a professional roofer is performing the work for you, you should attach a copy of the work order to your change request form.
- b. Pools and hot tubs whether in-ground or aboveground. Include a City of Murphy building permit with your request and diagrams showing the location of the improvement on your lot, including plumbing and electric runs. (be sure your contractor gives adequate consideration to drainage in the construction plans).
- c. Changes or additions to fencing including height, color, style and/or type of material. Extension of existing fencing or erecting new fencing is included.
 - i. Chain link fencing proposals will be denied.
 - ii. Fences exceeding eight feet in height will be denied.
 - iii. Painting of a wood fence will cause a change request to be denied (wood fences must be stained).
- d. Fences and gates over driveways.
- e. Detached buildings.
- f. Concrete, wood, or stone flatwork:
 - i. Patio (including patios and related structures in your backyard)
 - ii. Driveway extensions
 - iii. Pathways (front, side, or back of your home)
- g. Paint or color changes to your home or any detached building.

- h. Any structural change whether the change is attached to or detached from your home or located in side or back yards that extends above the top of the existing fence or is visible from the street for another lot. For example:
 - i. Exterior window shutters
 - ii. Solar Screens
 - iii. Screening of air-conditioning units
- i. Retaining walls, including raised flowerbeds
 - i. Include the maximum height in your request
 - ii. Requests that include the use of railroad ties will be denied if visible from the street

3. When does the Architectural Control Committee issue violation letters?

The ACC **does not** issue violation letters – the Committee will refer violations to the Board or Property Manager for review. ACC-noted violations referred to the Board or Property Manager only include those violations surrounding exterior changes to your home or lot. Here are a few examples:

- i. You started / completed a project that required ACC approval, and did not submit a change request form.
- ii. You made a material change(s) (color, materials, and dimensions) to your project after ACC approval was given and did not inform the ACC.
- iii. Old text deleted

The ACC **is not** responsible for referring maintenance and other violations to the Board such as:

- i. Visibility of air-conditioning units from the street
- ii. Trash cans put out to the street early or removed late
- iii. Trash cans visible from the street

4. What Should I Include with My Change Request Form?

To avoid any delay in the review of your request, you should submit:

- ✓ Completed Architectural and Landscape Change Request Form
- ✓ Drawings or plans that clearly illustrate the project and its location on your property
- ✓ Pictures of sample materials you will be using
- ✓ Description or sample of the colors you will use (if applicable)
- ✓ Any other document (or sales brochure) you believe will assist the ACC in their review of your request

The amount of materials you submit will be dependent upon availability and the scope of your project. The ACC Chairman will contact you if there is additional information / documentation needed.

5. Where do I submit My Change Request Form?

Your completed change request form and all attachments are to be delivered, **IN DUPLICATE**, to the ACC Chairman:

Robert Rathmell, ACC Chairman
401 Love Bird Lane
Murphy, TX 75094

ACC@murphyfarms.org

Telephone: (972) 881-3831

If you are submitting your request in person, please do not put forms in the mailbox. There is a plastic box by the front door where you may put your requests.

6. Is there a Preferred Format for Submitting Change Requests?

Requests should be submitted on 8 ½" x 11" pages to the extent possible. At minimum, the Architectural and Landscape Change Request Form must be submitted on 8 ½" x 11" paper.

7. What Happens After I Submit My Change Request?

An overview of the change request process:

1. Homeowner submits change request to ACC Chairman in duplicate
2. Documents submitted are reviewed and any missing information is requested
3. Completed submissions are reviewed by the ACC Committee - further information may be requested
4. The ACC Committee votes to render a decision on the submitted request
5. The decision is communicated to the Homeowner along with a copy of any submitted documents, generally within 10 - -14 business days, and in no event, later than 60 days.
6. The Homeowner must complete the changes within 90 days from the date of approval. If an extension of time is needed, the Homeowner will inform the ACC Committee and submit a new ACC Change Request.
7. When the changes are completed, the Homeowner is required to complete, sign, and submit the Notification of Completion Form to the ACC Chairman.
8. The ACC Committee may review the completed changes to ensure the project was completed according to the change request submitted.

8. What recourse do I have if the ACC denies my change request?

If the ACC denies your change request, you should first contact the ACC Chairman if the reason(s) for denial is not clear. If your change request is denied, you may:

- a. Provide additional information regarding your request and ask the ACC to again review your request;
- b. Request a meeting with the ACC to discuss your request and provide additional information / documentation;
- c. Request a meeting with the Board of Directors to discuss your request.