

BIRCH CREEK FOREST PROPERTIES, INC.

ARCHITECTURAL CONTROL COMMITTEE GUIDELINES AND APPLICATION

Purpose:

This policy outlines Member requirements for submitting an application to the Architectural Control Committee (ACC) of Birch Creek Forest Properties, Inc., ensuring compliance with applicable rules, environmental regulations, and community standards.

Requirements:

1. **County Approval for Septic Systems:**
 - Members must obtain approval for their septic system from the Burleson County Environmental Office (BCEO).
 - A copy of the approval documentation from the BCEO must be attached to the Architectural Control Application.
 - Septic system plans must also be included with the application.
2. **Structure Plans:**
 - A copy of the structure plans, detailing the proposed construction, renovation, or improvements, must be submitted with the application.
3. **Setback and Utility Easement Compliance:**
 - All plans must comply with the Association's setback requirements and utility easements. Members must ensure plans reflect appropriate distances from property lines and neighboring dwellings.
4. **Utilities:**
 - Any planned utility installations (e.g., water, electricity, gas) must be clearly noted in the submission.
5. **Additional Permits and Survey:**
 - Any required permits from local authorities or agencies beyond septic system approval and an existing or new survey must be attached to ensure the proper location of any septic system or structure is within the setback lines.
6. **Land Use and Grading Plans: (if applicable)**
 - For significant projects, a grading plan or land use proposal must be included to ensure proper drainage and environmental preservation.

Review and Approval:

- The ACC will review all submissions to verify compliance with the Association and county requirements. ACC approval must be obtained **PRIOR** to construction beginning.
- Approvals are typically processed within thirty (30) days of receipt of the application provided all required documents were submitted with the application.

Compliance and Enforcement:

- Noncompliance with this policy may result in delays, fines, or other enforcement actions as outlined in the Association's ***Enforcement, Fines and Fees Policy***.

**BIRCH CREEK FOREST PROPERTIES, INC.
ARCHITECTURAL CONTROL APPLICATION**

Date: ____/____/20____

Member: _____

Telephone Number: _____ - _____ - _____

Subdivision Physical Address: _____

Property Legal Description:

Section(s): _____, Block: _____, Lot(s): _____

Submitted For: (circle one) House Garage Mobile or other _____

Size of Lot: _____ Square Footage of Structure: _____

Please provide a drawing or blueprint of the house/garage/addition, its location on your lot and describe construction material:

*Age of Mobile Home, RV or Travel Trailer _____ (Provide a picture if over two years old)

ADDITIONAL COMMENTS:

NOTE: Property used for either a permanent structure or temporary structure (except those that have holding tanks specifically made for such structure) must have a septic system approved by Burleson County's Environmental Enforcement Officer, who can be reached at 979-567-2001.

Signature of Member: _____

APPROVED BY:

_____, _____

_____, _____

Return application to the BCFP, Inc. office or email to bcfpiboard@gmail.com, Attention: ARCHITECTURAL COMMITTEE. To contact an Architectural Committee Member, please leave a message on the subdivision's office telephone at 979-535-8978 and your call will be returned.

CERTIFICATION

We, the undersigned officers of Birch Creek Forest Properties, Inc., hereby certify that this Architectural Control Committee Guidelines and Application was approved and adopted by the Board of Directors on June 07, 2025. It has been entered into the official books and records of the Association and shall be recorded in the Official Public Records of Real Property in Burleson County, Texas.

President: Renita Odstrail
Printed Name: Renita Odstrail
Vice-President: Thomas Howard
Printed Name: Thomas Howard
Secretary: John J. Dunkleman
Printed Name: John J. Dunkleman
Treasurer: Ann Marie Gallagher
Printed Name: Ann Marie Gallagher
Asst. Sec./Treasurer: Dennis Shook
Printed Name: Dennis Shook