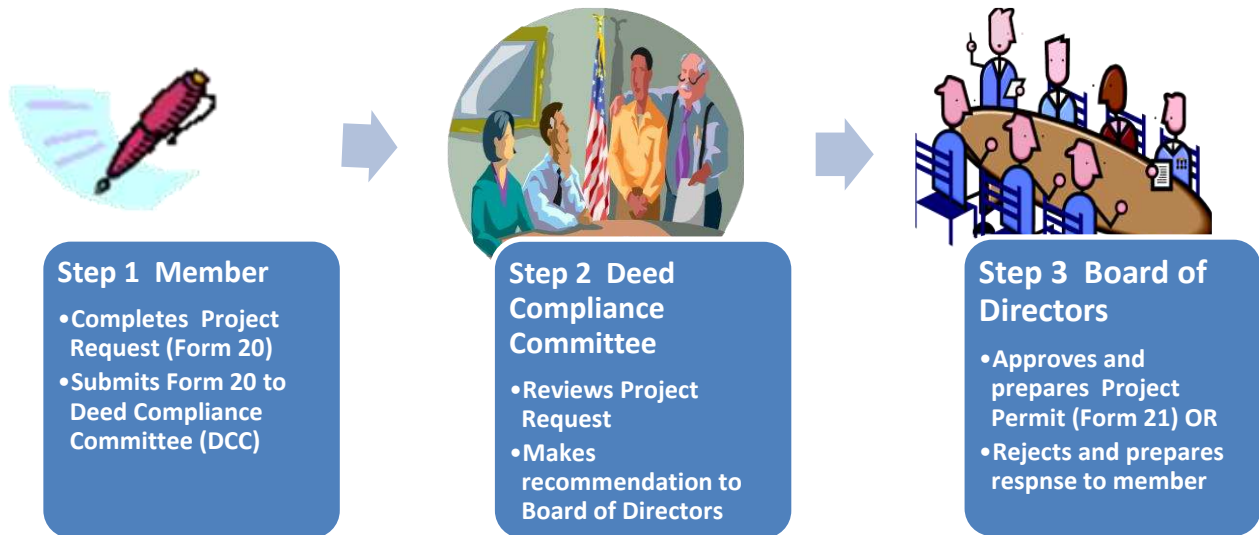# Form 20 & 21 Process Flow Chart

Following is a pictorial overview outlining the process that must be <u>completed</u> *prior* to starting actual project activity. Step 1 is action by you, the member; Step 2 is action by the Deed Compliance Committee; Step 3 is action taken by the Board of Directors.

Step 1 Member

- Completes Project Request (Form 20)
- Submits Form 20 to Deed Compliance Committee (DCC)

Step 2 Deed Compliance Committee

- Reviews Project Request
- Makes recommendation to Board of Directors

Step 3 Board of Directors

- Approves and prepares Project Permit (Form 21) OR
- Rejects and prepares respnse to member

Project Request (Form 20)

Since the Deed Restrictions require approval of all construction projects, there is a standardized process for members to follow. This is a three (3) step process and is initiated with the member submitting a Form 20 (Project Request). A set of instructions have been developed for the Form 20 to assist you in completing the document. Enclosed herein is a blank Form 20 that you are required to submit prior to the start of any project activity regardless of whether it is new or replacement construction, permanent or temporary (portable). Per NCE policy, **all requests are to be submitted <u>30 days</u> prior to the planned start date, and submitted on the NCE Form 20 document**.

Project Permit (Form 21)

Step 3 of this process is the approval and issuance of a Project Permit (Form 21) by the Board of Directors. Once you have received and signed the Form 21, you may begin the construction work. It is the **homeowner's responsibility to clear requirements through Brazos County officials regarding septic systems or driveway culvert approval <u>before</u> proceeding with any work. You will need to use a County form for this process.**

Upon issuance of a Project Permit (Form 21), you will need to initial the document recognizing any 'conditions and restrictions' therein, as well as sign the document in the signature block . Additionally, to avoid costly mistakes, you should not pre-order any materials or sign legal instruments with contractors before the issuance of the approved Project Permit (Form 21). Beginning otherwise may result in you experiencing both unplanned and expensive changes. **Please** cooperate with your Deed Compliance Committee to prevent awkward situations and possibly costly errors.