



HOME IMPROVEMENT APPLICATION FOR ARCHITECTURAL CONTROL COMMITTEE

In order to protect each individual homeowner's property value and privacy, it is required for any homeowner or group of homeowners planning improvements or changes to their deeded property (properties), besides annual flower/plant replacement, to submit a **HOME IMPROVEMENT APPLICATION**. This request is reviewed by the Architectural Control Committee to ensure compliance with deed restrictions, local statutes, and to protect neighboring homeowners. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement and/or change from the property.

Please fill out the entire form.

Owner Name

LAST NAME: _____ DATE: _____

MIDDLE NAME: _____ HOME #: _____

FIRST NAME: _____ WORK #: _____

ADDRESS: _____

NOTE: The association will not be held responsible for ensuring compliance with restrictions regarding utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies. Before digging or excavating anywhere in your yard, call the gas, power, telephone and cable companies for staking of the location of distribution and service lines. Some lines are located in easements and some are not

1. Describe in detail the change or improvement requested. **(A copy of your plot/survey indicating location of change or improvement must be included.)** _____

2. Who will perform the actual work? _____

3. The change or improvement will be located where?

_____ Front of house	_____ Roof	_____ Other
_____ Back of house	_____ Patio	_____ Basketball Goal
_____ Side of house	_____ Carports	

4. **ITEM**

TYPE/COLORS

_____ Paint*	_____
_____ Stain*	_____
_____ Lumber	_____
_____ Brick*	_____
_____ Screen	_____
_____ Cement	_____
_____ Fencing	_____
_____ Other	_____

*Attach a color sample from the color chart or a chip of the actual paint or stain. The request cannot be approved without them.

I understand that the Architectural Control Committee (ACC) has up to thirty (30) days but will act upon this request as quickly as possible and contact me regarding their decision(s). I agree not to begin property changes or improvements until the ACC informs me of their approval.

INDEMNITY AND HOLD HARMLESS AGREEMENT

Homeowner agrees to and will indemnify and hold harmless the Association, its Officers, Directors, Members, Employees, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with the above referenced ACC request, including where such injuries, death, or damages are caused by the associations, sole negligence or the joint or concurrent negligence of the association and any other person or entity.

Signature of Homeowner

Start Date: _____

Completion Date: _____

**Please complete and return to: Houston Community Management Services
18333 Egret Bay Blvd, Suite 445
Houston, TX 77058
Phone: 281-333-5173 Fax: 281-333-4475**

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ARCHITECTURAL CONTROL COMMITTEE USE ONLY

NAME: _____ DATE: _____ APPROVED/DISAPPROVED
NAME: _____ DATE: _____ APPROVED/DISAPPROVED
NAME: _____ DATE: _____ APPROVED/DISAPPROVED

COMMENTS:
