



## 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: \_\_\_\_\_

EMAIL 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 as well as the final dimensions 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.	<b><u>ITEM</u></b>	<b><u>TYPE/COLORS</u></b>
	_____ 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.

\_\_\_\_\_ Start Date: \_\_\_\_\_  
Signature of Homeowner  
Completion Date: \_\_\_\_\_

**Please complete and return to: Houston Community Management Services  
Dana Ladd  
18333 Egret Bay Blvd, Suite 445  
Houston, TX 77058  
Phone: 281-333-5173; Fax: 281-333-4475  
Email: [danal@houcomm.com](mailto:danal@houcomm.com)**

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**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED/DISAPPROVED  
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COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_

