



## HOME IMPROVEMENT REQUEST

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 REQUEST**. 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. Phone numbers to call are as follows:

**Entex 713-659-2111 \* First Choice Power 1-866-469-2464 \* Comcast Cable 713-341-1000**

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. <u>ITEM</u>	<u>TYPE/COLORS</u>
___ 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.

**IDEMNITY 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: _____
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**Please complete and return to: Houston Community Management Services  
 17049 El Camino Real, Suite 100  
 Houston, Texas 77058  
 Phone: 832-864-1200 Fax: 281-218-6973**



**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

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

COMMENTS:  
 \_\_\_\_\_  
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