

**ARCHITECTURAL CONTROL/REVIEW COMMITTEE
HOME IMPROVEMENT REQUEST FORM**

All improvements MUST be drawn to scale on a photocopy of the survey. Please indicate how the new structure or improvement relates to the existing structure, and if possible provide a side and rear view. A sketch for mailboxes and gutters is acceptable. In the case of new construction, please enclose two (2) sets of plans, one will be returned with the decision of the ACC/ARC.

ASSOCIATION and/or SUBDIVISION

OWNER'S NAME _____ **(if Tenant)**

ADDRESS

HOME PHONE _____ **WORK PHONE** _____

FAX

Please indicate and fully describe the improvement(s) which you propose.

- | | | | | |
|--|---------------------------------------|-----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Paint | <input type="checkbox"/> Roof | <input type="checkbox"/> Pool/Spa | <input type="checkbox"/> Deck | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Gazebo | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Fence | <input type="checkbox"/> Basketball Goal | |
| <input type="checkbox"/> Room Addition | <input type="checkbox"/> Other _____ | | | |

Describe improvement in more detail which you marked above:

Location of improvement(s) which you propose, backyard, sideyard, etc. Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios, pools. A PLAT OR SURVEY IS REQUIRED.

Materials planned for the improvement you propose.

Lumber- Type(s)

Brick - Type(s) & Color

Screen- Type(s)

Fence - Type(s)

Shingles – Manufacturer: _____ **Manufact. Color** _____ **Warr. Yr** _____

Other -

If you are painting or staining - YOU MUST include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick when making your paint selection.

Brick Color: _____ **House Color:** _____

Trim Color: _____ **Garage Door Color:** _____

Dimensions of Planned Improvement: _____ Width _____ Height _____ Length

Who will work on this improvement? Homeowner Contractor

If Contractor, list name and phone #:

Start Date _____ **Completion Date** _____

For any room additions and storage buildings, you must obtain a construction permit from the City and/or County

within thirty (30) days of the date of approval by the Architectural Control Committee.

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER'S RIGHTS AND VALUES, IT IS REQUIRED THAT ANY HOMEOWNER OR GROUP OF HOMEOWNERS CONSIDERING IMPROVEMENT (EXAMPLES: EXTERIOR PAINT, PATIO COVERS, FENCES, SIDEWALKS, DECKS, ETC.) ON THEIR DEEDED PROPERTY OTHER THAN LANDSCAPING, SUBMIT A REQUEST FOR HOME IMPROVEMENT APPROVAL TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL BY THE HOMEOWNERS ASSOCIATION PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE COMMITTEE HAS THE RIGHT TO ASK THE HOMEOWNER TO REMOVE THE IMPROVEMENT FROM HIS PROPERTY. I UNDERSTAND THAT THE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE ARCHITECTURAL CONTROL COMMITTEE NOTIFIES ME OF THEIR APPROVAL.

Signature of Homeowner

Date

FOR ASSOCIATION & OFFICE USE ONLY		
Date Received:	Date Submitted To ACC/ARC:	
Comments For Committee From Cmc	☒ D/R:	☒ Assessment:
Date Reviewed:	☒ Approved	☒ Denied
Comments Or Contingencies From ACC/ARC:		
ACC/ARC Signatures:	Signed	Attest:

RETURN REQUEST FORM TO:

Chaparral Management Company
P.O. Box 681007
Houston, TX 77268-1007

281.537.0957 Tel

281.537.0312 Fax

email: cmc@chaparralmanagement.com

Please provide drawing of improvement with distances labeling the location of improvements to scale.