

HARVARD HEIGHTS ON THE BAYOU OWNERS ASSOCIATION, INC.
C/O JDH Association Management Company
1776 Woodstead Ct #103 The Woodlands Texas 77380
Houston, Texas 77024 (281) 296-7000

Date Received: _____ By: _____
(For Committee Use Only)

Date Approved/Disapproved: _____ By: _____
(circle one) (signature) (printed name)
(For Committee Use Only)

APPLICATION FOR ARCHITECTURAL APPROVAL

INSTRUCTIONS TO OWNER HEREIN REFERRED TO AS APPLICANT: Please read Application in its entirety before completing. All Applications must be fully completed and accompanied by all required documents and information (per Section VI of Declaration of Covenants, Conditions and Restrictions for Harvard Heights on the Bayou Owners Association, Inc.). Except for signatures, please type or print. Mail the completed Application to the Architectural Control Committee (ACC) at the above address, or email it to mikeh@jdhamc.com, or fax it to (281) 882-8066

SUBMISSIONS ARE TO INCLUDE (2) SETS OF PLANS AND SPECIFICATIONS FOR ALL PROPOSED IMPROVEMENTS WITH SUFFICIENT DETAIL FOR ACC APPROVAL. SEE DCCR, SECTION VI OR CONTACT THE ACC FOR FURTHER DETAILS.

I. Name: _____ Phone: _____
Address of Proposed Change: _____
Mailing Address: _____
(if different) (Street) (City) (State) (Zip)

II. Brief Description of Proposed Improvements: _____

Time Necessary to Complete Project: _____ Approx. Value of Improvements: _____

III. Contractor/Builder Name: _____ Phone: _____
Address: _____

V. Certification: THIS IS TO CERTIFY THAT: (i) all documentation and information set forth here and submitted with this Application is complete, true and correct; and (ii) Owner has read and understands all of the Conditions for Approval and Terms of Approval set forth herein, and agrees and consents to each.

Signature of Owner: _____ Date: _____

Instruction to the Applicant:

- A. Each Applicant shall submit their proposal to the Architectural Control Committee (“ACC”) in writing, using an Application for Architectural Approval form. Applications shall not be considered complete until all required supporting documentation needed for approval has been submitted. This includes any additional documentation required by the ACC upon application review.
- B. Each Application shall include at a minimum the following:
 - a) An Execution Plan including a Scope of Work and proposed Schedule
 - b) A lot survey plat indicating the location of all existing easements, structures, improvements, and proposed improvements
 - c) Professional plans and specifications prepared by an architect, engineer, or certified house planner (as required) shall be submitted
 - d) A proposed drainage plan shall be included if proposed improvement will affect the existing drainage pattern
- C. The ACC shall have 30 days from submittal of all documentation to approve application. If ACC has not approved or disapproved the application in writing, the proposed changes shall be deemed approved after 30 days.
- D. The ACC reserves the right to add additional conditions to the approval of the application.
- E. ACC approval will be limited to the application and documentation submitted.
- F. If the ACC denies approval, the reason(s) for disapproval shall be stated as part of the written decision. The Applicant is free to request reconsideration and discuss alternatives with the ACC to demonstrate/propose acceptability. The modified application shall then be modified and resubmitted for approval.
- G. Work shall be commenced within thirty (30) days after approval and completed within ninety (90) days unless alternative dates are proposed and approved in the application.
- H. The ACC or their delegate reserves the right to inspect the proposed improvement at any time without liability for trespassing. Applicant is responsible for paying inspection costs if required as part of application approval.
- I. Any changes arising during execution of the work that materially change the plans submitted in the application shall be resubmitted for ACC approval prior to applicant making the change. The ACC will review and approve these changes within five (5) days.
- J. Applicant is responsible for ensuring compliance with all applicable building codes and any governmental laws and regulations. The ACC assumes no liability for compliance.
- K. Contact ACC for any minimum acceptable construction standards, guidelines or regulations prior to submitting an application.
- L. Contact ACC for details regarding original construction of a residence upon a lot.
- M. The ACC reserves the right to review requirements in the application and issue variances to any stated requirements depending on the nature of the proposed improvements.
- N. The Applicant is responsible for ensuring all work is performed in a safe manner. Failure of Applicant to comply with each and all such conditions shall render approval of the proposed improvement null and void.

- O. Any work commenced prior to application approval is done at the Applicant's own risk. If the improvement is not approved in whole or in part, Applicant may be required to return the property to its former condition at Applicant's sole expense, and to pay all legal and other expenses incurred to obtain compliance.

- P. Hold Harmless Agreement: Applicant shall unconditionally indemnify and hold harmless Harvard Heights on the Bayou Owners Association, Inc., the ACC and their respective directors, officers, agents and employees, from any and all claims, suits, actions, expenses and damages which they may at any time suffer or incur to become liable to pay by reason of any accidents, damages or injuries to persons or to property or both in any matter arising from any work performed in connection with any Application for Architectural Approval or the acts or omissions of the ACC in connection therewith, including any negligent act or omission of the Association or ACC, or their respective directors, officers, agents or employees.