



JDH PROPERTY MANAGEMENT CO.  
P.O Box 96046  
Houston, Texas 77213

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REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to provide and protect each individual Homeowner's rights and values, it is required that any Homeowner or group of owners considering improvements and/or changes to their home or the Architectural Control Committee for planned improvements and/or changes. If any change is made that has not been approved, the Association has the right to ask the Homeowner to remove the improvement(s) and/or change(s) from the property.

**All structural, plumbing, electrical, or other work done that may affect other units and/or common elements MUST be performed by a licensed professional specializing in that area. Contractor's information must be given at bottom of this form.**

**All structural, plumbing, electrical, or other work done that may affect other units MUST have the approval of the owner(s) of the potentially affected units at bottom of this form.**

Please fill out this form in COMPLETE detail. DATE: \_\_\_\_\_

Name of Owner \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone \_\_\_\_\_

Subdivision \_\_\_\_\_ Business Phone \_\_\_\_\_

Type of improvement/change proposed: \_\_\_\_\_

\_\_\_\_\_

I. Painting:  
Color of Brick \_\_\_\_\_

Color to be used for: (include samples for each area)

Main portion of house \_\_\_\_\_  
(Including garage doors)

Trim \_\_\_\_\_  
(Soffit, fascia boards, window trim)

Accents \_\_\_\_\_  
(Shutters, window hoods, doors)

II. Basketball Goal:

Must submit:

1. Lot survey with location of the basketball goal indicated
2. Description
  - a. Color of net, pole/base and backboard
  - b. If garage mounted, state color of supports and how attached to roof.

III. Structures:

If you are building a fence or a structure with walls and a roof (including children's Playhouse, or Gazebo, or awning), you must include an elevation drawing showing the dimensions of the structure, especially the height.

Must submit:

1. Lot survey with the location of the structure indicated
  2. Type of materials to be used
  3. Dimensions of structure, i.e., height, width and length
  4. Samples of roofing material and paint
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IV. Deck/Pool/Hot Tub/Sprinkler System/Other:

1. Include brochure/photos
2. Lot survey if being installed in your yard, showing all property lines and any utility easements.
3. Elevations of any elements that would rise above fence-height.

V. Windows/ Doors

Any alteration, modification, or replacement of windows or doors must be approved in advance, and the request must be accompanied by either a sample, or photo brochure, or computer rendering of the product to be used.

1. Windows must conform to the appearance of the existing windows in the Community, but may function differently: single-hung, double-hung, slider, etc.
2. Doors may be changed as to style and function: single, double, windowed, paneled, but the color must conform to the appearance of the existing doors in the Community, unless otherwise approved
3. Security Bars. Security Bars are NOT allowed on upper level windows. Security Bars on lower level windows and doors must be approved in advance, and must compliment the structure, appearance, and ambiance of the home and the Community in general in style and color.

*I understand that the Association's Architectural Review Committee will act on this request as quickly as possible and contact me regarding their decision. I agree not to begin property improvements/changes until the Architectural Review Committee notifies me of their approval.*

**I understand and agree that it is the duty of the Owner and any contractor or consultant employed by the Owner to determine that the proposed improvements is structurally, mechanically, and otherwise safe, and that it is designed and will be constructed in accordance with the Covenants and Restrictions applicable to the Lot. I agree that neither the Association, or any Director, Officer, Committee, Managing Agent, or member or**

**employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or non-approval of this application or any facet thereof. I hereby release, indemnify and hold harmless the Indemnified Parties harmless from any claim, liability, damage, suit and attorney's fees arising out of any action or omission of any of the Indemnified Parties with regard to the application and in regard to the design plan review, construction or inspection of the proposed improvements, including any claims, liability, damages, suits and attorney's fees resulting from the negligent acts of one or more of the Indemnified Parties.**

**Contractor Information:** (for multiple contractors, put additional information on back)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Texas Contractor's License # \_\_\_\_\_

Owner: \_\_\_\_\_

Job Foreman: \_\_\_\_\_

\_\_\_\_\_  
Proposed Construction Start Date

\_\_\_\_\_  
Proposed Construction Completion Date

**Affected Neighbor Approval:** I(we) the undersigned neighbor(s) of the ACC applicant have reviewed the proposed alterations and have determined that these changes are acceptable to me(us), and do not infringe on my(our) rights and living conditions, and I(we) release, indemnify, and hold harmless, the ACC applicant, the HOA and the management company, and their agents and employees, of any and all future liability or recourse should these approved alterations have any adverse effects before, during, or after completion.

\_\_\_\_\_  
Unit #    Printed Name of owner    Signature of owner    Date

\_\_\_\_\_  
Unit #    Printed Name of owner    Signature of owner    Date

\_\_\_\_\_  
Unit #    Printed Name of owner    Signature of owner    Date

\_\_\_\_\_  
Signature of Homeowner/ACC Applicant    Date

\_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Printed Name Title/Position Date

Disposition: \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

Comments/Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Name Title Date