



Kodiak Crossing  
Homeowner's Association Inc.

Architectural Review Committee  
Construction & Property Improvement Request Form

In an effort to provide and protect each individual homeowner's rights and property value, it is required that any homeowner considering additions, improvements and/or modifications to their home or lot submit a request for approval to the Architectural Review Committee (ARC). If any change is made that has not been approved, in writing, **the Association has the right to have the homeowner remove the improvement(s) from the Property per the Deed Restrictions.**

PLEASE FILL OUT THE FORM IN COMPLETE DETAIL. Date of Application: \_\_\_\_\_

Owner(s) Name (Print): \_\_\_\_\_

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

Main Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Alternate email address: \_\_\_\_\_

Project Address': \_\_\_\_\_

Briefly describe the proposed addition / improvement / modification to the property (use additional pages if necessary):

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I understand that **all** changes to a lot or structures on a lot that is not specifically covered by the ARC guidelines and the Kodiak Crossing HOA covenants must be approved, in writing, by the Winfree Oaks HOA Architectural Review Committee.

I further understand that the Association's Architectural Review Committee (ARC) will act on this request as quickly as possible and contact me, in writing, regarding their decision. **I agree not to begin any property improvements / modifications until I obtain written approval from the ARC.** I understand and agree that it is the duty of the property Owner and his contractor or consultant to determine that the proposed improvements is structurally, mechanically, and otherwise safe and it is designed and will be constructed in accordance with the Covenants and Restrictions applicable to the property. I agree that neither the Association nor any Director, Officer, Committee, Managing Agent, or member or employee thereof 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 from any claim, liability, damage, suit, and attorney's fees arising out of any action or mission 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.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Submit your request to:  
Kodiak Crossing HOA - Architectural Review Committee  
Nora Twohy – norat@jdhamc.com  
15201 E. Freeway, Suite 205  
Channelview, TX 77530  
281-457-5341

## PROJECT SUBMITTALS

### Residence & other Structures

**If you are building with walls and/or a roof:**

You must submit:

1. Total square footage of proposed building \_\_\_\_\_.
2. ARC Construction Request Form
3. A copy of the recorded lot survey showing the proposed location of the structure.
4. Drawings, sketches, or photographs of the elevations (all sides) of the planned structure.
5. A detailed materials list of all materials to be used.
6. Dimensions of the structure, (i.e. height, width, length).
7. Samples of the roofing materials and paint
8. All buildings & structures must be built within the specified lot building lines.
9. Installation shall not begin until all applicable County permits and written approval from the ARC are obtained.

### Fences:

You must submit:

1. ARC Construction Request Form
2. A copy of the recorded lot survey showing the proposed location of the fence.
3. A detailed materials list of all materials to be used.
4. Fences cannot run forward of the front building line (usually the wall that includes the front door) of the home (garage excluded) and cannot exceed 6 feet 6 inches in height (including the rot board or kick board).
5. Installation shall not begin until all applicable County permits and written approval from the ARC are obtained.

### Roof

You must submit:

1. ARC Construction Request Form
2. Shingles must be of the same color and composition of the existing shingles already on the home.
3. Samples of the shingles, if the homeowner is changing the color of the shingles.
4. ***METAL roofs must have ARC approval. You must submit samples and a brochure. Metal roofs must be installed by a Licensed installer.***
5. Installation shall not begin until all applicable County permits and written approval from the ARC are obtained.

### Patio Covers , Porches and Decks

### **After market carports are not permitted.**

You must submit:

1. ARC Construction Request Form
2. A copy of the recorded lot survey showing the proposed location of the patio cover.
3. Drawings, sketches, or photographs of the planned patio cover.
4. Dimensions of the patio cover, (i.e. height, width, length). Height at the highest and lowest points must be provided.
5. A detailed materials list of all materials to be used.
6. All materials must match the main residents in type, quality, and color (metal, plastic, aluminum, and etc. are not permitted). For shingled patio covers, the slope must be specified and shingles must match the main residence. For trellis type, skirting information must be provided.
7. All patio covers, porches and decks must be built within the specified lot building lines.
8. Installation shall not begin until all applicable County permits and written approval from the ARC are obtained.

### **Ponds**

You must submit:

1. ARC Construction Request Form
2. A copy of the recorded lot survey showing the proposed location of the pond/lake.
3. Drawings, sketches, or photographs of the planned pond/lake with any planned decks, piers, or other structures.
4. Dimensions of the pond/lake, (i.e. depth, width, length).
5. A detailed materials list of all materials to be used.
6. All piers or decks must be built within the specified lot building lines.
7. Installation shall not begin until all applicable County permits and written approval from the ARC are obtained.

### **Paint**

You must submit:

1. ARC Construction Request Form
2. PAINT SCHEMES MUST COMPLY WITH COMMUNITY STANDARDS. Homeowner must submit a sample of each color to be used and where it will be used (main, trim, or accents). Accents are considered the shutters, doors, and window hoods etc..
3. Painting shall not begin until all applicable County permits and written approval from the ARC are obtained.

### **Solar Screens**

You must submit:

1. ARC Construction Request Form
2. A sample color of the screen. Reflective materials (i.e. aluminum foil) are not permitted.
3. Installation shall not begin until all applicable County permits and written approval from the ARC are obtained.

### **Swimming pools**

You must submit:

1. ARC Construction Request Form
2. A copy of the recorded lot survey showing the proposed location of the swimming pool.
3. Drawings, sketches, or photographs of the planned swimming pool.
4. Dimensions of the swimming pool, (i.e. depth, width, length).
5. A detailed materials list of all materials to be used.
6. Installation shall not begin until all applicable County permits and written approval from the ARC are obtained.

**Other Misc. Projects**

1. ARC Construction Request Form
2. A copy of the recorded lot survey showing the proposed location of the structure.
3. Drawings, sketches, or photographs of the elevations (all sides) of the planned structure.
4. A detailed materials list of all materials to be used.
5. Dimensions of the structure, (i.e. height, width, length).
6. Samples of the roofing materials and paint color.
7. All buildings & structures must be built within the specified lot building lines.
8. Installation shall not begin until all applicable County permits and written approval from the ARC are obtained.

**The above is not an all inclusive list of modifications requiring ARC approval. If your project does not fall within one of the above sections, you may still need to submit a Construction Request Form.**