

Request for Home Improvement Approval



Hunters Glen IV HOA

c/o Marshall Management Group Inc.

4800 Sugar Grove, Suite 140

Stafford, Texas 770477

office: 713-977-6644 – fax: 713-977-6646

In an effort to provide and protect each individual home-owner's rights and values as well as to comply with Hunters Glen Association deed restrictions, it is required that any homeowner or group of homeowners considering improvements (examples: exterior painting, patio covers, outside buildings, fences, decks, basketball goals, etc.) of their deeded property (other than landscaping), submit this Request For Home Improvement Approval to the Architectural Control Committee for approval of the Homeowners' Association (HOA) prior to initiating work on planned improvements. If any change to the proposal or an improvement is made that has not received prior approval, the HOA has the right to ask the homeowner(s) to remove the improvement(s) from the property.

Please fill out this form in complete detail, sign, and return to the above address.

OWNER'S NAME _____

HOME PHONE _____

ADDRESS _____

WORK PHONE _____

EMAIL ADDRESS:

Additional Items required (as appropriate):

- 1) A photocopy of your lot survey (issued at closing) or a hand drawing, showing the location and size of the improvement in relation to your property dimensions.
- 2) Paint and stain color samples.
- 3) Plan and elevation drawings of improvement specifying dimensions and construction materials.
- 4) Manufacturer's brochures detailing proposed work if available.
- 5) Please consider sending photographs to illustrate existing or unusual conditions.

Notes:

- 1) Only muted paint colors are allowed such as grey, browns, and beige, but these can be slightly tinted with other colors such as green, blue, yellow, or red.
- 2) Any improvements over six feet tall placed in the backyard (such as storage sheds, swing sets, gazebos, etc.) must not extend past the left or right side walls of the house in order to severely reduce its visibility from the front street.

Detailed improvement description:

Colors of improvement: (Please attach colors & label trim and /or body)

Dimensions of improvement (including height):

Color(s) of house presently:

Paint _____
 Brick _____
 Roof _____

Color(s) of house for approval:

Paint: _____
 Brick: _____
 Roof: _____

Who will do the actual work on this improvement? _____

Construction start date: _____

Projected completion date: _____

If building a deck or gazebo, please state the maximum height of its floor and ceiling:

If any of the following materials are being used, then please provide this additional information:

Wood Type: Untreated Treated Painted Unpainted

Basketball Goal: Y _____ N _____ **Rim Height:** _____

Colors: _____

(Indicate location on survey or sketch and obtain your neighbors' approval using the form below)

New Roof: Type & Material

New Brick: Type & Color (must match existing):

Is any electrical work being done?: Y/N (all underground wires must be in conduit; indicate on attached drawing).

The approval of this action by the HOA or ACC does not in any way negate the need for any other permits, documentation, or actions that may be required by the State, City, County or any other authority which may have some impact upon the proposed project. The approval, if given, for the proposed project by the HOA or ACC solely indicates the position that the project is considered to be in compliance with the Deed Restrictions and regulations of the Hunters Glen Section IV Association.

I UNDERSTAND THAT THE HUNTERS GLEN SECTION IV ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISION. I AGREE NOT TO BEGIN ANY PROPERTY IMPROVEMENT (S) UNTIL THE HUNTERS GLEN SECTION IV ARCHITECTURAL CONTROL COMMITTEE or HOA REPRESENTATIVE NOTIFIES ME IN WRITING OF THEIR APPROVAL.

Owner's Signature: _____

Date: _____

Action taken by HOA or ACC:

_____ APPROVED _____ DECLINED

HOA or ACC REPRESENTATIVE

Signature: _____ Date: _____

PLEASE CONTACT THE HOA IF YOU HAVE ANY QUESTIONS/COMMENTS PERTAINING TO THE ACTION TAKEN ON THIS MATTER OR ANY OTHER ISSUES.