

Greenleaf Home Improvement Request Form

To protect each individual homeowner's property value and privacy, any homeowner planning improvements or changes to their deeded property (properties)—including major landscaping changes such as the addition or removal of trees—must submit a home improvement request (this form). This request will be reviewed by the Architectural Control Committee (ACC) to ensure compliance with deed restrictions and to protect neighboring homeowners.

IMPORTANT!

- The association is not responsible for ensuring compliance with restrictions regarding utility easements, building setbacks, building codes and other restrictions imposed by local or state governing bodies or companies.
- **You MUST submit the request before starting any work!** If any changes are made that have not been approved by the ACC, the Committee and Board may require the homeowner to remove the improvement and/or change from the property.

You must complete this entire form before the ACC can review it.

Date: _____

Owner Name: _____

Property Address: _____

Phone Number- Home: _____ Work/Other: _____

1. Describe in detail the change or improvement you are requesting. (Attach a copy of the plot with any elevation changes. Use the back of this form or an additional page as necessary)

2. Who will actually perform the work? (for example, you, a contractor, etc. please provide contractor name) _____

3. The change or improvements will be located where on your property?

- | | | |
|---|--|--|
| <input type="checkbox"/> Front of House | <input type="checkbox"/> Roof | <input type="checkbox"/> Back of House |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Basketball Goal | <input type="checkbox"/> Other |
| <input type="checkbox"/> Side of House | <input type="checkbox"/> Carports | _____ |

4. MATERIALS

Please attach samples of the material you plan to use, including a paint or stain color sample from the manufacturers color chart. Also attach any drawings, product brochures, or any other supporting information that will help the ACC to understand your project.

IMPORTANT: This information must be included for this form to be processed. Your request will automatically be denied without these materials.

<input type="checkbox"/>	TYPE/COLOR		<input type="checkbox"/>	TYPE/COLOR	
<input type="checkbox"/>	Paint	_____	<input type="checkbox"/>	Screen	_____
<input type="checkbox"/>	Stain	_____	<input type="checkbox"/>	Cement	_____
<input type="checkbox"/>	Lumber	_____	<input type="checkbox"/>	Fencing	_____
<input type="checkbox"/>	Brick	_____	<input type="checkbox"/>	Other	_____

I understand that the Architectural Control Committee (ACC) has up to thirty (30) days but will act upon this request as quickly as possible and contact me regarding their decision(s). I agree not to begin on the property changes or improvements until the ACC informs me of their approval.

Indemnity and Hold Harmless Agreement

Homeowner agrees to and will indemnify and hold harmless the Association, it's Officers, Directors, Members, Employees, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damage to any property arising out of or in connection with the above referenced ACC request, including where such injuries, death, or damage are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity.

_____	Start Date: _____
Signature of Homeowner	Completion Date: _____

Please return this completed form to:

Professional Property Management
 11311 Richmond, Suite L-103
 Houston, Texas 77082
 (281) 556-5111

Architectural Control Committee Use Only

APPROVED or APPROVED AS NOTED:

DISAPPROVED for the following reason(s):

ACC Signature: _____ Date: _____
 _____ Date: _____