

NORTH WATERFORD COMMUNITY ASSOC., INC.

Request for Home Improvement Approval

In an effort to protect each individual homeowner's rights and property values, it is required by the Deed Restrictions that any homeowner considering improvements to their deeded property submit a Request for Home Improvement Approval to the Architectural Control Committee and obtain approval prior to beginning improvements. Please complete the form below, following the instructions which are attached.

Owner(s) Name _____ Home Phone _____

Address _____ Work Phone _____

Description of Proposed Improvement _____

Date Project to start _____ Finish _____

Who will do the actual work? _____

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See Other Side for Instructions

INSTRUCTIONS

1. Sketch, on the front of this form, a plan view of your lot showing property lines, main and side streets, existing fences and an outline of your home.
2. Locate with dimensions your proposed improvement.
3. Indicate height and style of fence (materials used).
4. If you are building or locating an accessory building, green house, patio, etc., indicate the exact location with dimensions from the property lines.
5. If you are proposing a room addition, patio, green house, or any other architectural addition or change, the Committee will need an elevation and side view. (Use extra paper if details will not fit on the front of this form.)
 - A. Indicate materials to be used-type of shingles, type and color of bricks, trim work, etc.
 - B. Make notations of colors that will be used-exact names. (Submit samples)
 - C. Show all pertinent dimensions-height, length, width, slope of roof and location of windows and doors.
 - D. Point out any other important features.
 - E. If improvements will be placed on concrete, foundation or slab, indicate size on sketch.
6. Submit any other materials (photographs, sales literature, catalog pages, etc.) that may help the Committee in making an evaluation.
7. If you have any questions or need extra forms, call the Association at 556-5111.
8. Please submit all the required information as per the instructions, otherwise application cannot be processed.
9. Return signed form to any Board Member or to:

Property Masters, Inc.
11311 Richmond, Suite L-103
Houston, Texas 77082
Phone: 556-5111
Fax: 556-5192

I understand that the Association will act on the request as quickly as possible and contact me regarding this decision. I agree not to begin the proposed project until the Association notifies me of their approval.

SIGNATURE OF HOMEOWNER

DATE

Date Received by Association: _____

Application Approved

Application Rejected

Date Approved/Rejected _____

DIRECTOR'S SIGNATURE

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