

# PHEASANT TRACE VILLAGE H.O.A. REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to protect each individual homeowner's rights and property values, it is required by Article V of the Declaration of Covenants, Conditions and Restrictions that any homeowner considering improvements to their deeded property submit a "Request for Home Improvement Approval" to the Architectural Control Committee/Board of Directors prior to initiating work on planned improvements.

OWNER'S NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_

WHAT DATE WILL YOU START PROJECT \_\_\_\_\_ FINISH \_\_\_\_\_

WHO WILL DO THE ACTUAL WORK \_\_\_\_\_

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SEE SECOND PAGE FOR INSTRUCTIONS

FAX OR MAIL TO: **PROPERTY MASTERS, INC.**  
11281 Richmond Ave., Suite J-110  
Houston, Texas 77082

Phone # (281) 556-5111

Fax # (281) 556-5192

## INSTRUCTIONS

1. Sketch, on the front of this form, a plan view of your Lot showing the property lines, main and side streets and an outline of your home.
2. Locate by dimensions your proposed improvement.
3. Indicate fences as shown in sketch.
4. Indicate height and style of fence and materials used.
5. If you are building or locating a storage building, green house, patio, etc., indicate the exact location with dimensions from the property lines.
6. 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.
  - A. Indicate materials to be used—type of shingles, type/color of bricks, trim work, etc. Please enclose any color samples that will apply.
  - B. Make notations of colors that will be used. (You must submit samples.)
  - C. Show all pertinent dimensions—height, length, width, slope of roof and location of windows and doors.
  - D. If improvements will be placed on concrete foundation or slab, indicate size on sketch.
7. Feel free to submit any other materials (photographs, sales literature, catalog pages, etc.) that may help the Committee in making an evaluation.
8. If you have any questions or need extra forms, call Property Masters, Inc. at (281) 556-5111.

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

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
DATE

Date Received \_\_\_\_\_

Application Approved \_\_\_\_\_

\_\_\_\_\_  
Director's Signature

Application Denied \_\_\_\_\_

Application Conditionally \_\_\_\_\_

\_\_\_\_\_  
Director's Signature