

Braewood Glen Community Association

11281 Richmond Ave, Suite J-110, Houston, TX 77082

PHONE: 281-556-5111 FAX: 281-556-5192

HOME IMPROVEMENT REQUEST FORM

In order to protect each individual homeowner's property values and privacy, it is required for any homeowner or group of owners planning improvements or changes to their deed property to submit (IN ADVANCE) a request for Architectural Control Committee ("ACC") approval. This request is reviewed by the ACC to ensure compliance with the Declaration of Covenants and Restrictions. Any and all modifications made without advance approval, the ACC has the right to ask the homeowner to remove the improvements/modifications from the property at the owner's expense plus pay all legal expenditure incurred to enforce the ACC decision.

PLEASE COMPLETE THE ENTIRE FORM

OWNER'S NAME: _____ HOME PHONE: _____

PROPERTY ADDRESS: _____

EMAIL ADDRESS _____ REQUEST DATE: _____

The association will not be held responsible for ensuring compliance with restrictions regarding utility easements, building setbacks or codes, or other restrictions imposed by other local or state governing bodies or companies.

1. Brief description of change or improvement: _____

Note: Please attach plans for any new building, modifications to existing buildings, additions, fencing, basketball goals, including drawing showing location in relation to home, dimensions, building lines.

2. If work is to be done by someone other than the property owner, please complete:

Company name _____ Phone # _____

3. Please indicate the location(s) to be used for the change/improvement:

____ Front of house ____ Back of house ____ Side of house ____ Roof ____ Brick

____ Patio ____ Garage/Garage door ____ Other (please explain) _____

4. Please indicate the material(s) to be used for the change/improvement:

____ PAINT* brand/color name: (MAIN) _____ (TRIM) _____

(GARAGE DOOR) _____ (FRONT DOOR) _____

Only **neutral earth tones** of brown, tan, beige and grey are acceptable.

____ SIDING material/color name: _____

____ SHINGLES* brand/color name/life of shingle: _____

____ BRICK* color name: _____

____ CEMENT _____

____ FENCING material/height/width/stain: _____

Will new fence be the same height as existing? _____

____ OTHER _____

* Please attach sample(s) showing the color and name of the color to be used.

(CONTINUED ON NEXT PAGE)

THIS REQUEST WILL NOT BE REVIEWED WITHOUT SAMPLES.

5. If painting will be done please indicate:

Location of painting (all wood/siding, just trim...) _____

6. Estimated start date: _____ Completion date: _____

Has work already been done? _____ When? _____

I understand the ACC has up to thirty (30) days from the date of receipt of this request to review and make a decision. **I agree not to begin any change/improvement until the ACC informs me of their approval.**

The Architectural Control Committee has no liability or obligation whatsoever in connection with any plans and/or specifications and no responsibility for the adequacy thereof or for the construction of any improvements contemplated by any such plans and/or specifications. The ACC has no duty to inspect any improvements and, if they should inspect any improvements, they shall have no liability or obligation to any party arising out of such inspection. The ACC expressly shall have no liability or responsibility for defects in or omissions from any plans and/or specifications from the construction of any improvements. Notwithstanding any covenant, condition or term contained in this Declaration or provision of the Bylaws of the Association to the contrary, the Association, Board and Architectural Control Committee shall not have any liability to any Owner arising or resulting from any act or omission taken or omitted pursuant to this Declaration or the Bylaws of the Association.

(Homeowner's signature)

(Date)

PLEASE RETURN COMPLETED REQUESTS TO:

PROPERTY MASTERS, INC. (PMI)

11281 RICHMOND AVE, SUITE J-110

HOUSTON, TX 77082

OR FAX ANY REQUESTS THAT DO NOT REQUIRE SAMPLES TO: 281-556-5192

Any inquiries regarding the status of your request or how to complete this form should be directed to 281-556-5111

ARCHITECTURAL CONTROL COMMITTEE USE ONLY:

SIGNATURE _____ DATE: _____ APPROVE/DISAPPROVE

SIGNATURE _____ DATE: _____ APPROVE/DISAPPROVE

SIGNATURE _____ DATE: _____ APPROVE/DISAPPROVE

COMMENTS: _____

PMI USE ONLY:

DATE RECEIVED:

*in office _____

*from ACC _____

Date returned to homeowner for more information _____

Date received back from homeowner: _____