



# SAN MIGUEL HOMEOWNERS ASSOCIATION, INC.

## 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(ies) to submit 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. If any change is made that has not been approved, the ACC has the right to ask the homeowner to remove the improvements and/or change from the property at the owner's expense.

### PLEASE COMPLETE THE ENTIRE FORM

OWNERS NAME \_\_\_\_\_ HM PHONE \_\_\_\_\_  
PROPERTY ADDRESS \_\_\_\_\_ WK PHONE \_\_\_\_\_  
MAILING ADDRESS (if different from above) \_\_\_\_\_

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, additions, fencing, basketball goals, including drawing showing location in relation to home, dimensions, building lines, photographs, sale literature, catalog.

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) \_\_\_\_\_  
\_\_\_\_ STAIN\*                      brand/color name: \_\_\_\_\_  
\_\_\_\_ SIDING\*                      material/color name: \_\_\_\_\_  
\_\_\_\_ SHINGLES\*                      brand/color name/life of shingle: \_\_\_\_\_  
\_\_\_\_ LUMBER                      describe/type: \_\_\_\_\_  
\_\_\_\_ BRICK\*                      brand/color name: \_\_\_\_\_  
\_\_\_\_ CEMENT                      \_\_\_\_\_  
\_\_\_\_ FENCING                      material/height/width: \_\_\_\_\_  
\_\_\_\_ OTHER                      \_\_\_\_\_

\* Please attach a sample showing the color to be used.

**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: \_\_\_\_\_

Work has 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.

\_\_\_\_\_  
(Homeowner's signature) (Date)

**PLEASE RETURN COMPLETED REQUESTS TO:  
PROPERTY MASTERS, INC. (PMI)  
11281 RICHMOND, SUITE J-110  
HOUSTON, TX 77082  
or  
info@propertymastershouston.com**

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 \_\_\_\_\_