

**VILLAS AT LAKEWOOD PARK COMMUNITY ASSOCIATION, INC.**  
**15995 North Barkers Landing Suite 162**  
**Houston, Texas 77079**  
**Phone (281)870-0585**  
**Fax (281) 504-1381**

ARCHITECTURAL CONTROL/REVIEW COMMITTEE  
HOME IMPROVEMENT REQUEST FORM

All improvements must be drawn to scale on a photocopy of the survey or sketches showing dimensions, lot lines and easements with photos sufficient to describe the project in detail. Please indicate how the new structure or improvement relates to the existing structure and, if possible, provide a side and rear view. In the case of new construction, please enclose two (2) sets of plans.

The architectural control review process may take 10-30 days, depending on the deed restrictions for your community. The process cannot begin until this form is completed and received by the Committee or your Managing Agent. ***Please carefully review the requirements for submittal below.*** You will receive a written notification of the decision by the committee and no interim updates will be given during the review process.

HOMEOWNER'S NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Please indicate the type of improvement(s) you propose:

- Paint     Roof     Pool/Spa     Deck     Patio
- Gazebo     Storage Shed     Fence     Basketball Goal
- Room Addition     Landscaping     Other

Please describe the improvement you marked above in more detail (be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the location of the improvement(s) you propose (e.g., front of house, back of house, side of house, garage, patio, roof, etc. Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios and pools. A PLAT, SURVEY OR SKETCH TO SCALE IS REQUIRED.

Materials planned for the improvement:

Paint Color and Type(s) \_\_\_\_\_  
Stain Color and Type(s) \_\_\_\_\_  
Lumber and Type(s) \_\_\_\_\_  
Brick and Type(s) & Color(s) \_\_\_\_\_  
Screen and Type(s) \_\_\_\_\_  
Fence and Type(s) \_\_\_\_\_  
Other \_\_\_\_\_

Note: If you are painting or staining, you must include paint/stain sample and the brand/manufacturer. Please give particular consideration to the color of the brick when making your paint selection.

Brick Color \_\_\_\_\_ House Color \_\_\_\_\_  
Trim Color \_\_\_\_\_ Garage Door Color \_\_\_\_\_

Who will perform the work on this improvement?

Homeowner  Contractor

If Contractor, please provide:

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Anticipated Start Date \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_

Note: For any room additions and/or storage buildings, you must obtain a construction permit from the City and/or County within 30 days of the date of approval by the Architectural Control Committee.

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner or group of homeowners considering an improvement on their deeded property submit a this request for approval to the Architectural Control Committee for approval prior to initiating any work. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement from his or her property.

I understand that the Association's Architectural Control Committee will act on this request as quickly as possible and contact me in writing regarding their decision. I understand that no interim updates and status will be given on my application. I agree not to begin any improvement(s) until the Architectural Control Committee notifies me of their decision.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This application is complete, if you have completed in detail:

1. Describing the improvements and attaching the required drawings;
2. Attach your plat, survey or sketch showing the exact location of the proposed improvements;
3. Attach a sample of the paint or stain; and,
4. Sign the application

FOR ASSOCIATION & OFFICE USE ONLY

Date Received \_\_\_\_\_ Date Submitted To ACC/ARC \_\_\_\_\_

Date Reviewed \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments or Contingencies From ACC/ARC \_\_\_\_\_

\_\_\_\_\_

ACC/ARC Signature \_\_\_\_\_

ACC/ARC Name \_\_\_\_\_

Attested By \_\_\_\_\_