

Texana Plantation Homeowners Association, Inc.
c/o CREST MANAGEMENT CO.
P.O. BOX 219320
HOUSTON, TEXAS 77218-9320
PHONE: 281-579-0761 FAX: 281-579-7062
Victoria.Schoon@crest-management.com

Re: EMR Application:

Dear Resident:

Enclosed please find an ACC application for your home improvement or modification. Please note what is needed for your type of improvement and include with your Application Necessary forms, such as, photos, paint samples, solar screen samples, drawings, brochure, lot survey, and your signature are examples of what is needed for us to complete your request in a timely manner. If these items are not submitted with your application, your request is denied and returned back to you for completion. Please read the application carefully.

- ♦ A LOT SURVEY IS AN ARCHITECTURAL DRAWING OF YOUR PROPERTY SHOWING YOUR HOME, EASEMENTS, AND BUILDING LINES. A COPY USUALLY COMES WITH YOUR CLOSING PAPERS.
- ♦ Please SHOW on the survey in a distinguishable color the location of your project.

You will be notified by letter after the ARC committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding your forms, please contact us at **281.945.4623**.

Sincerely,

Victoria Schoon
Agent for the Association

**IMPORTANT:
REMEMBER: WITHOUT PROVIDING EVERYTHING NEEDED—
YOUR APPLICATION MAY BE DENIED AND RETURNED TO YOU FOR COMPLETION.
THIS WILL DELAY YOUR PROCESS.**

Enc: APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS

TEXANA PLANTATION HOMEOWNERS ASSOCIATION, INC.
c/o Crest Management Company
P.O. Box 219320
HOUSTON, TEXAS 77218-9320
PHONE: 281-579-0761 FAX: 281-579-7062
VICTORIA.SCHOON@CREST-MANAGEMENT.COM

APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS

PLEASE ALLOW AT LEAST 30 DAYS FOR ANSWER--YOU WILL BE NOTIFIED BY LETTER

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvement(s) and/or change(s) to their home or property submit an "***Application for Home Improvements and Modifications***" to the Architectural Control Committee. If any change is made that has not been approved, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property. Approved projects must be completed within 90 days of approval or be re-submitted.

HOMEOWNERS INFORMATION

NAME	SUBDIVISION
ADDRESS	DATE
PHONE NO.	E-MAIL

TYPE OF IMPROVEMENT OR MODIFICATION AND REQUIREMENTS:

*******EVERYTHING BELOW REQUIRES A LOT SURVEY EXCEPT PAINTING, SCREENS, ROOF AND DOOR. COLOR SAMPLES, MATERIALS, DIMENSIONS, DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND MOST NEED PICTURES. (SEE BELOW) WITHOUT NECESSARY ITEMS—YOUR APPLICATION IS DENIED AND RETURNED TO YOU FOR COMPLETION.**

BASKETBALL GOAL (PERMANENT)—PICT/DIM	PATIO-SEE REQUIREMENTS BELOW	STORAGE BUILDING-SEE REQUIREMENTS BELOW	POOL/SPA-SUPPLIED BY POOL COMPANY
PLAY EQUIP OR SWING SET PICTURES / DIMENSIONS	PATIO COVER/ARBOR/GAZEBO ROOM ADDITION-SEE BELOW	STORM DOOR -PICTURE (FRONT) (BACK)	DECK- DRAWING/DIMENSIONS
SOLAR SCREENS- SCREEN SAMPLE & WHAT WINDOWS	LANDSCAPE, TREE REMOVAL OR TREE PLANTING,	YARD ART-PICTURES/ DIMENSIONS	SHUTTERS- PICTURE PAINT SAMPLE
SATELLITE DISH-LOCATION	FENCE-HEIGHT/STAIN SAMP	GUTTERS/SIDING-COLOR SAMPLE	LOW VOLTAGE LANDSCAPE LIGHTS-PICT
EXTERIOR PAINTING-SAMPLE	SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS	ROOF- SHINGLE SAMPLE & # OF WARRANTY YEARS	OTHER

Please Describe Your Modification:

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?

PHONE NUMBER

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*****ANY PAINTING OR STAIN MUST HAVE COLOR SAMPLES PROVIDED OR YOUR APPLICATION WILL BE RETURNED**

PAINTING OR STAIN: PLEASE STATE NEW PAINT COLOR & PROVIDE SAMPLE:

PORTION OF HOUSE TO BE PAINTED:

TRIM COLOR: (INCLUDE SOFFIT, FASCIA, AND WINDOW TRIM)- PROVIDE PAINT SAMPLE

ACCENT COLOR (INCLUDES SHUTTERS, WINDOWS HOODS & EXTERIOR DOORS)-PAINT SAMPLE

SATELLITE DISH: STATE SIZE OF DISH

STATE LOCATION/PLACEMENT OF DISH—SHOW ON LOT SURVEY:

*****STORAGE BUILDING, PATIO OR PATIO COVER ,GAZEBO OR ARBOR APPLICATION MUST HAVE A PHOTO, BROCHURE, OR DRAWING; DIMENSIONS, MATERIALS, COLOR, AND A LOT SURVEY SHOWING LOCATION OR YOUR APPLICATION WILL BE RETURNED**

HEIGHT OF BUILDING OR PATIO COVER AT HIGHEST PEAK:

DIMENSIONS OF BUILDING /PATIO

SQUARE FOOTAGE OF BUILDING / PATIO

WHERE IN YOUR YARD IS THIS LOCATED: SHOW LOCATION/ PLACEMENT OF BUILDING, PATIO, AND COVER, GAZEBO, OR ARBOR ON LOT SURVEY: (PROVIDE LOT SURVEY)

- ♦ **(A LOT SURVEY IS A DRAWING OF YOUR PROPERTY SHOWING EASEMENTS. THIS CAME WITH YOUR CLOSING PAPERS)**
WE NEED TO KNOW HOW YOUR IMPROVEMENT WILL LOOK WHEN FINISHED
Materials Necessary for Proposed Improvement or Modification (SOLAR SCREENS REQUIRE A SAMPLE OF MATERIAL)

Circle what you will use in your project:			
<input type="checkbox"/> Lumber	<input type="checkbox"/> Brick	<input type="checkbox"/> Cement	<input type="checkbox"/> Pipe
<input type="checkbox"/> Screen	<input type="checkbox"/> Fence	<input type="checkbox"/> Electrical	<input type="checkbox"/> Other
If OTHER please describe			
Lumber Type	Brick Type	Screen Type: Location of windows to screen (<u>NEED SAMPLE</u>)	
Fencing Material (<u>PROVIDE LOT SURVEY</u>)		Height of Proposed Fence	

PLEASE READ BELOW AND FOLLOW INSTRUCTIONS SO APPLICATION WILL BE PROCESSED TIMELY
IF THE NECESSARY ITEMS ARE NOT PROVIDED, YOUR APPLICATION WILL BE DENIED UNTIL WE RECEIVE THESE

All applications must include a lot plan/survey which shows the house, lot lines and easements. In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail. A copy of any applicable city/county permits must be included. Please include a sample of all improvements! (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) If you should have any questions, please contact:
CREST MANAGEMENT at 281-579-0761.
In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements, falsification or omission of information shall be grounds for denial of this application. I further understand that the Architectural Review Committee has thirty (30) days upon receipt to review my application and I agree not to begin property improvements or modifications until the Committee notifies me, in writing, of their decision. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

HOMEOWNERS SIGNATURE:	DATE:
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MAIL OR E-MAIL COMPLETED FORM TO: **CREST MANAGEMENT CO.**
P.O. BOX 219320
HOUSTON, TX. 77218-9320
VICTORIA.SCHOON@CREST-MANAGEMENT.COM

ARCHITECTURAL CONTROL COMMITTEE USE ONLY	
DATE APPLICATION FORWARDED TO THE COMMITTEE: _____	
RECOMMENDATION OF THE COMMITTEE:	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
COMMENTS:	
ACC SIGNATURE 1:	DATE:
ACC SIGNATURE 2:	DATE:
ACC SIGNATURE 3:	DATE:

**ITEMS NECESSARY FOR HOME (SOMETHING TO KEEP IN FILES)
IMPROVEMENTS / MODIFICATIONS APPLICATION APPROVAL**

Failure to submit all required information will result in the application being denied and returned back to you asking for completion and resubmission.

With the exception of roof, door, painting, screens, shutters and siding EVERYTHING ELSE requires a lot survey with the project's location drawn on survey. **MOST** needs pictures, materials used to make project, and samples of materials. **DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK.**

We need to know what your project will look like after completion.

IF YOU ARE APPLYING FOR: (find project and submit necessary items)

1. PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.: you must submit 2 drawings -a side view and a front view- showing how the structure will look -: Indicate dimensions, including height from ground to highest peak, color, materials and roofing. Provide photos or brochure and show the placement on the lot survey. Provide roof & paint samples.
2. PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC: you must submit a photo, brochure or drawing. Indicate size, height, color, materials, dimensions, etc. and show the placement on the lot survey.
3. POOL / SPA: you must indicate on the lot survey the location of the pool / spa, pool equipment, and any decking. Also show any slides or other structures that would be over three (3) feet high. Please indicate how they will access the backyard.(Pool Company will supply this for you).
4. STAIN, EXTERIOR PAINTING, GUTTERS, SIDING, OR HARDIPLANK: please submit sample of COLOR of stain, paint or siding material, even if using the same existing color.
5. NEW ROOFING: please submit roofing shingle sample and number of warranty years of shingles.
6. NEW FRONT DOOR, STAINING DOOR, OR STORM DOOR: Please provide photo or brochure and color sample. If STAINING door, please provide stain color sample.
7. SOLAR SCREENS, WINDOW FILM / TINT OR REPLACING WINDOWS: please provide screen or film samples and what windows you are adding this to. If replacing windows, state what windows you are replacing and send photos or brochure to show look.
8. WROUGHT IRON GATE OR FENCE, BURGLAR BARS: please submit drawing, photo, brochure, color, dimensions, and indicate placement on a lot survey.
9. FOR DECKING OR PATIO: please indicate location on lot survey, materials to be used, and dimensions including height of decking.
10. CONCRETE WORK (SIDEWALKS, DRIVEWAY, PATIO SLAB ETC.) please show location on lot survey and dimensions. Include a picture.
11. SATELLITE DISH OR ANTENNAE: please give size of dish or height of antennae and show placement on the home. If not located on home, indicate placement on a lot survey. Please provide photo of antennae.
12. YARD ART / DECORATIONS (BIRD BATHS, POTS, BENCHES, STATUES, SWING, SIGNS, WATER FOUNTAIN, ETC): submit photo or brochure, give dimensions, and show placement on lot survey.
13. LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING: please submit all details showing placement on lot survey. Provide picture of border.
14. WOOD FENCE OR MOVING FENCE: please advise of height of fence, materials, and show location change on lot survey. IF STAINING, please provide stain color sample.
15. LANDSCAPING LIGHTS, or SPRINKLER SYSTEM please show placement of all lights and all sprinkler heads on lot survey. Please provide a photo or brochure of the appearance of the landscaping lights and wattage of lights.
16. SHUTTERS: need photo or brochure showing the look and paint color sample. State what windows.
17. STORAGE SHED: need photo or brochure, dimensions including height from ground to highest peak, color, materials, and draw location on lot survey.

PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY!

DO NOT FAX PICTURES-THEY DO NOT COME OUT