



# HOME IMPROVEMENT APPLICATION FOR ARCHITECTURAL CONTROL COMMITTEE

In order to protect each individual homeowner's property value and privacy, it is required for any homeowner or group of homeowners planning improvements or changes to their deeded property (properties), besides annual flower/plant replacement, to submit a **HOME IMPROVEMENT APPLICATION**. This request is reviewed by the Architectural Control Committee to ensure compliance with deed restrictions, local statutes, and to protect neighboring homeowners. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement and/or change from the property.

**Please fill out the entire form.**

Community Name: \_\_\_\_\_

*Owner Name*

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

HOME #: \_\_\_\_\_

CELL #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**NOTE:** The association will not be held responsible for ensuring compliance with restrictions regarding utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies. Before digging or excavating anywhere in your yard, call the gas, power, telephone and cable companies for staking of the location of distribution and service lines. Some lines are located in easements and some are not

Describe in detail the change or improvement requested. **Include overall dimensions including height** of any proposed structure along with **design specifications** and **materials that will be used for all projects**. (For new building or expansion areas, you must provide either a copy of the property survey plat with markings for building or expansion areas, **or** a Google Earth print with markings for buildings or expansion areas.) For roofs, provide a material sheet for the frame, posts, & roof decking along with shingle type and color. For painting, a color sample must be included with this form (copy and paste color sample from paint company website).

---

---

---

---

1. Who will perform the actual work? \_\_\_\_\_

---

**\*Attach a color sample from the color chart or a chip of the actual paint or stain. The request cannot be approved without them. A color sample can be obtained from the paint manufacturer's website.**

I understand that the Architectural Control Committee (ACC) has up to thirty (30) days but will act upon this request as quickly as possible and contact me regarding their decision(s). I agree not to begin property changes or improvements until the ACC informs me of their approval.

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

Homeowner agrees to and will indemnify and hold harmless the Association, its Officers, Directors, Members, Employees, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with the above referenced ACC request, including where such injuries, death, or damages are caused by the associations, sole negligence or the joint or concurrent negligence of the association and any other person or entity.

\_\_\_\_\_  
Signature of Homeowner

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

**Please complete and return to: Beacon Residential Mgmt LLC  
PO Box 3732  
Houston, TX 77253  
Phone: 713-466-1204  
Email: todd@brmtexas.com**

-----  
**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED/DISAPPROVED  
NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED/DISAPPROVED  
NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED/DISAPPROVED

COMMENTS:

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