

RESERVE @ KINGS POINT
ARCHITECTURAL REVIEW APPLICATION

In an effort to provide and protect each owner's rights and values it is required that any owner or groups of owners considering improvement and/or change of their property, other than minor landscaping must submit an ARCHITECTURAL REVIEW APPLICATION FORM to the Architectural Review Committee (ARC) for the plan improvement and/or change. If any property improvement/change is made that has not been approved, the Committee/Board has the right to ask the owner to remove the improvement and/or change from the property.

In order for the ARC to consider your request include all items marked with an “•” for that request and submit with this application.

Date: _____	Name of Owner: _____
Property Address: _____	Section : _____
Home Phone #: _____	Business Phone (optional) _____
E-Mail Address (optional) _____	

Plat Plan	Dimensions	Distance From Fences	Paint Color Sample	Shingle	Construction Material	Brochure (if possible)	Company (person doing the work)	Mark the improvement requested	TYPE OF IMPROVEMENT
•	•	•			•		•		Decks – Sidewalks – Driveways
•	•				•		•		Fence – Gates
•	•	•	•	•	•	•	•		Gazebo
•			•	•	•	•	•		Home improvement (Examples garage doors-motion lights-windows-gutter-solar screens-awnings-shutters)
•	•				•	•	•		Landscape-Figurines-Arbors (Height needed)
				•		•	•		Painting
•		•				•	•		Basketball goals (permanent)
•	•	•			•	•	•		Playground Equipment
•	•	•			•		•		Pools
•		•			•	•	•		Basketball goals (Portable)
				•		•	•		Roof
•	•	•	•	•	•	•	•		Shed
•	•	•			•	•	•		Spa
•	•	•	•	•	•	•	•		Spa (with enclosure)
•	•	•	•	•	•	•	•		Sun rooms – Porches
•							•		Tree Removal

The ARC maintains the right to request additional information that they deem necessary before approval will be granted. Please be aware that the above list may not cover all items needing approval. If in doubt please call Kingwood Association Management. The ARC Home Improvement Request form must be submitted for any item that changes the appearance of your property.

FOR OFFICE USE ONLY	
Received on _____	Returned to homeowner on _____
_____ APPROVED _____ DENIED	
Director Signature: X _____	

I understand that the ARC will act upon this request at their first scheduled meeting upon receipt of my completed application. I will be contacted as quickly as possible with their decision. I agree not to begin property improvement/changes until the ARC notifies me of their approval. This approval is valid for 120 days if work has not started within this time, a new request must be submitted.

Signature
Kingwood Association Management, 1075 Kingwood Drive, Ste 100, Kingwood, TX 77339 281 359-1102, Fax 281 359-8067
Email: frontdesk@kingwoodassociationmanagement.com _____ Proposed Construction Start Date _____ Proposed Construction Completion Date _____

Please use this space to add any additional information for the project being presented.