

LAKE CREEK VILLAGE HOME OWNER'S ASSOCIATION

P.O. BOX 701

Montgomery, Texas 77356

lakecreekvillage@gmail.com

ARCHITECTURAL REVIEW COMMITTEE HOME IMPROVEMENT REQUEST FORM

Please indicate how the new improvement relates to the existing structure, and if possible, provide a drawing of the proposed change.

THE ARC REVIEW PROCESS MAY TAKE 10—30 DAYS. THE PROCESS CANNOT BEGIN UNTIL THE COMPLETED APPLICATION IS RECEIVED. PLEASE CAREFULLY REVIEW THE REQUIREMENTS AT THE END OF THIS APPLICATION. YOU WILL RECEIVE A NOTIFICATION OF THE COMMITTEE'S DECISION AS QUICKLY AS POSSIBLE

OWNERS NAME _____ PHONE: _____

ADDRESS: _____ MONTGOMERY, TX 77356

SECTION / LOT #: _____ EMAIL: _____

CHECK ALL THAT APPLY:

____ FENCE ____ DECK ____ PATIO ____ DRIVEWAY EXTENTION ____ ROOF

____ WINDOWS ____ POOL/SPA ____ SOLAR ENERGY ____ ROOM ADDITION

____ EXTERIOR PAINT ____ FLAG POLE ____ OTHER: _____

WILL THIS IMPROVEMENT/CHANGE AFFECT DRAINAGE IN ANY WAY POSSIBLE. PLEASE BE SPECIFIC: _____

PLEASE DESCRIBE DETAILS OF PROPOSED IMPROVEMENTS/ INCLUDING LOCATION OF IMPROVEMENT(S) BACKYARD, SIDE YARD, ETC. PLEASE BE SPECIFIC:

MATERIALS PLANNED FOR THE PROPOSED IMPROVEMENT:

LUMBER TYPE(s): _____

BRICK TYPES (s): _____

FENCE TYPE(s): _____

SHINGLES/MANUFACTURER/COLOR/WARRANTY YRS: _____

FOR PAINTING OR STAINING – YOU MUST include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick when making paint selections:

BRICK COLOR: _____ PROPOSED HOUSE COLOR: _____

GARAGE DOOR COLOR: _____ PROPOSED TRIM COLOR: _____

FILL IN BLOCKS THAT APPLY TO YOUR PROJECT:

DIMENSIONS OF IMPROVEMENT: WD: _____ HT: _____ LT: _____

WHO WILL WORK THIS IMPROVEMENT: _____

IF CONTRACTOR, LIST NAME & PHONE #: _____

ANTICIPATED START/STOP DATES: START: _____ STOP: _____

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 IMPROVEMENT (EX.: EXTERIOR PAINT, PATIO COVERS, FENCES, LANDSCAPING, SIDEWALKS, DECKS, ETC.) ON THEIR DEEDED PROPERTY, SUBMIT A REQUEST FOR HOME IMPROVEMENT APPROVAL TO THE ARCHITECTURAL REVIEW COMMITTEE (ARC) FOR APPROVAL BY THE HOMEOWNERS ASSOCIATION PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. 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/HER PROPERTY. I UNDERSTAND THAT THE ARC WILL ACT ON THE REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I UNDERSTAND NO INTERIM UPDATES AND STATUS WILL BE GIVEN ON MY APPLICATION. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE ARC NOTIFIES ME OF THEIR DECISION. THE ARC MEETS THE 1ST THURSDAY OF EVERY MONTH AS NEEDED.

HOMEOWNER SIGNATURE

DATE

APPLICATION IS COMPLETE IF YOU HAVE COMPLETED IN DETAIL:

- 1 Described improvement, and attached required drawings, if any
- 2 Attached a sample of the paint, if painting or stain if staining
- 3 Signed the application
- 4 Defined dimensions height, weight, length of the structure, play structure, improvements and or fence

RETURN REQUEST VIA MAIL OR EMAIL TO: lakecreekvillage@gmail.com

FOR ARC USE ONLY

DATE RECEIVED: _____

DATE SUBMITTED TO ARC: _____

DATE REVIEWED: _____ APPROVED _____ DENIED

COMMENTS FROM ARC: _____

_____ RR _____

ARC SIGNATURE: _____

CO-SIGNATURE: _____

DATE: _____