



## 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.**

*Owner Name*

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

MIDDLE NAME: \_\_\_\_\_ HOME #: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ WORK #: \_\_\_\_\_

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.

1. Describe in detail the change or improvement requested. **(A copy of your plot/survey indicating location of change or improvement must be included.)** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

3. The change or improvement will be located where?

- |                      |                |                                 |
|----------------------|----------------|---------------------------------|
| _____ Front of house | _____ Roof     | _____ Driveway                  |
| _____ Back of house  | _____ Patio    | _____ Other (Describe)<br>_____ |
| _____ Side of house  | _____ Carports | _____ Basketball Goal           |

4. **ITEM**

**TYPE/COLORS**

- |               |       |
|---------------|-------|
| _____ Paint*  | _____ |
| _____ Stain*  | _____ |
| _____ Lumber  | _____ |
| _____ Brick*  | _____ |
| _____ Screen  | _____ |
| _____ Cement  | _____ |
| _____ Fencing | _____ |
| _____ Other*  | _____ |

\* Roofing Materials - Attach a small sample of the shingle to box on reverse side. State type, weight and color of shingles.

\* Attach a color sample from the color chart or a chip of the actual paint or stain. The request cannot be approved without them.

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.

\_\_\_\_\_ Start Date: \_\_\_\_\_  
Signature of Homeowner  
Completion Date: \_\_\_\_\_

**Please complete and return to: Houston Community Management Services**  
**17049 El Camino Real, Suite 100**  
**Houston, Texas 77058**  
**Phone: 832-864-1200 Fax: 281-218-6973**

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**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

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

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_

**INWOOD WEST CIA  
DEED RESTRICTIONS  
ARCHITECTURAL CONTROL PROVISIONS:**

• • •

- (k) No television wires or antennas shall be maintained on any portion of any residential lots between any street adjoining same and the front of the house situated on such lot. No radio antennas of any sort shall be erected or permitted to remain outside a building situated on any residential lots.
- (l) No detached garage shall be erected on any lot nearer than twenty feet to the front property line or nearer than three feet to either side property line or nearer than the easement on the rear property line of said lot. No other outbuildings of any kind shall be erected on any lot nearer than sixty-five feet to the front property line or nearer than three feet to either side property line nor nearer than the easement on the rear property line of said lot.

• • •

- (m) No roof of any structure shall be constructed or covered so that the exposed material is:
  - 1. Asphalt shingles
  - 2. Composition type shingles having a weight per square of less than 23.5 pounds.
  - 3. Wood shingles having a grade of less than No. 2.

**ARCHITECTURAL CONTROL COMMITTEE**

- (a) The parties serving on the Architectural Control Committee, or their successors, shall serve until all lots subject to the jurisdiction of the Association have houses thereon occupied as residences, at which time the Architectural Control Committee shall resign and thereafter its duties shall be fulfilled and its powers exercised by the Board of Directors of the Association. In the event of the death or resignation of any person serving on the Architectural Control Committee, the remaining person(s) serving on the Committee shall designate a successor, or successors, who shall have all of the authority and power of his or their predecessor(s). A majority of the ACC may designate someone serving on the Committee to act for it. No person serving on the Committee shall be entitled to compensation for services performed. However, the Committee may employ one or more architects, engineers, attorneys, or other consultants to assist the Committee in carrying out its duties hereunder; and the Association shall pay such consultants for such services as they render to the Committee.
- (b) No building or other improvements, including streets, driveways, sidewalks, drainage facilities, landscaping fences, walks, fountains, statuary, outdoor lighting and signs, shall be commenced, constructed, erected, placed, maintained in Inwood West, Section One Replat, nor shall any exterior addition or alteration therein be made, unless and until: (1) a preliminary site plan showing all uses and dimensions, the location of buildings, entries, streets, driveways, parking areas, pedestrian ways, and storage areas, and a schematic plan for the landscaping and lighting of the property, have been submitted to and approved in writing by the Architectural Control Committee, and thereafter (2) the final working plans and specifications for the work shown on the preliminary site plan and schematic plan have been submitted to and approved by the Architectural Control Committee as to compliance with this Declaration and as to harmony of external design and location in relation to property lines, building lines, easements, grades, surrounding structures, walks, paths, and topography. The final working plans and specifications shall not be commenced until the preliminary site plan and the schematic plan have been approved. The final working plans and specifications shall specify, in such form as the Architectural Control Committee may reasonably require, structural, mechanical, electrical, and plumbing details and the nature, kind, shape, height, exterior color scheme, materials, and location of the proposed improvements or alternatives thereto. In the event the Architectural Control Committee fails to approve or disapprove the preliminary plan site plan and schematic plan within thirty (30) working days after they have been submitted to it, approval thereof will not be required and the provisions of this Section will be deemed to have been fully complied with. Without limitation of the powers herein granted, the Architectural Control Committee shall have the right to specify a listed number of acceptable exterior materials and/or finishes that may be used in

the construction, alteration, repair of any improvement.

When not otherwise specified herein, it also shall have the right to specify requirements for each building site as follows: Minimum setbacks; the location, height, and extent of fences, walls, or other screening devices; and the orientation of structures with respect to streets, walks, paths, and structures on adjacent property. The Architectural Control Committee shall have full power and authority to reject any plans and specifications that do not comply with the restrictions herein imposed or meet its minimum construction requirements or architectural design requirements or that might not be compatible, in its judgment, with the overall character and aesthetics of Inwood West, Section One Replat.

- (c) No construction of a building, structure, fence, wall, or other improvements shall be commenced in Inwood West, Section One Replat, until the contractor to perform such construction shall have been approved in writing by the Architectural Control Committee in the event the Committee fails to approve or disapprove a contractor within thirty (30) working days after his name is submitted to it, approval will not be required, and the provisions of this Section will be deemed to have been fully complied with.