

# NORTHSHIRE MAINTENANCE FUND EXTERIOR IMPROVEMENT APPLICATION

In accordance with the governing documents of your Association, all exterior improvements and/or changes from the original construction must be submitted for and approved by the Architectural Control/Review Committee (ACC/ARC). Failure to receive approval for the improvement and/or change may result in you having to remove, alter or change the improvement in order to comply with the rules and regulations of the Association. Please complete the application below in its entirety and return to **STERLING ASSOCIATION SERVICES, INC. (SASI) to 1521 Green Oak Place, Suite 196, Kingwood, TX 77339 (phone 832-678-4500 or facsimile 832-678-5380).**

Subdivision/Association \_\_\_\_\_

Property Address \_\_\_\_\_ Sec/Blk/Lot \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_

Work# \_\_\_\_\_ Home# \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

**No improvement will be considered and is automatically denied without the following:**

→A site plan/survey indicating location of the proposed improvement, providing the distance from the structure to the fence and/or lot lines and easements. Front, rear and side view elevation plans are to be provided.

→Color swatches and samples or pictures of materials to be used in the improvement (shingle, paint, brick, stain, siding, etc).

→Completion of all applicable areas below of the application.

Status: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_  
Start Date (MM/DD) Stop Date (MM/DD/YYYY) Date of Completion Under Construction

**Check all that apply:**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Roof                | <input type="checkbox"/> Playground Equipment      | <input type="checkbox"/> Sunroom          |
| <input type="checkbox"/> Patio (ground) | <input type="checkbox"/> Pool/Spa            | <input type="checkbox"/> Permanent Basketball Goal | <input type="checkbox"/> Storage Building |
| <input type="checkbox"/> Patio Cover    | <input type="checkbox"/> Gazebo              | <input type="checkbox"/> Driveway                  | <input type="checkbox"/> Siding           |
| <input type="checkbox"/> Deck           | <input type="checkbox"/> Exterior Lighting   | <input type="checkbox"/> Room Addition             | <input type="checkbox"/> Antenna/Dish     |
| <input type="checkbox"/> Fence          | <input type="checkbox"/> Storm Doors/Windows |  |   |
| <input type="checkbox"/> Solar Screens  |  |  |   |
| <input type="checkbox"/> Other _____    |  |  |   |

Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

**Location of Improvement:**

Front of House  Back of House  Left side of house (stand and face house)  Right side of house (stand and face house)

**List of Materials with color and/or material samples or photos provided (check all applicable)**

- |  |   |
|--|---|
| <input type="checkbox"/> Base paint color _____        | <input type="checkbox"/> Trim paint color _____       |
| <input type="checkbox"/> Garage door paint color _____ | <input type="checkbox"/> Garage door trim color _____ |
| <input type="checkbox"/> Stain color _____             | <input type="checkbox"/> Fence color/material _____   |
| <input type="checkbox"/> Siding color/material _____   | <input type="checkbox"/> Roof color _____             |

**Will the Brick on the home be painted?( If so please indicate color that will be used.)**

Other \_\_\_\_\_

\_\_\_\_ (initial) I understand the ACC/ARC are a group of volunteers in the community and will do their best to act as quickly as possible in their determination regarding my application. I hereby certify that the proposed construction/modification is in full compliance with all the Declaration of Covenants, Conditions and Restrictions and all guidelines currently adopted by the Association.

\_\_\_\_ (initial) I understand that the decisions are determined concerning only my architectural plans submitted. I am responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the submitted plans.

\_\_\_\_\_  
Owner's Signature Date

For Official Use Only

\_\_\_\_\_  
ACC Signature Date

Please circle one: APPROVED DENIED (reason): \_\_\_\_\_