

**Amber Wood At Fall Creek  
REQUEST FOR HOME IMPROVEMENT APPROVAL  
MASC AUSTIN PROPERTIES, INC.**

**945 ELDRIDGE ROAD \* SUGAR LAND, TX 77498 \* TELEPHONE: 713-776-1771 \* FAX: 713-776-1777**

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner considering improvements (examples: exterior painting, patio covers, outside buildings, fences, decks, basketball goal, etc.) of their deeded property, submit a Request for Home Improvement Approval to the Architectural Control Committee for approval of the Homeowner's 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 the property.

**Please fill out this form in complete detail, sign, and return to the above address.**

Owner's Name \_\_\_\_\_ Property Address \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address: \_\_\_\_\_  
Who will do the actual work on this improvement? \_\_\_\_\_

**Additional Items Required (as appropriate):**

1. A Photocopy of your lot survey (issued at closing) or a hand drawing, showing the location and size of the improvement.
2. Paint and/or stain color samples.
3. Plan and elevation drawings of improvements specifying dimensions and construction materials.
4. Manufacturers' brochures when available.
5. Please consider sending photographs to illustrate existing or unusual conditions.

**Notes:**

1. Only muted paint colors are allowed such as grays, browns, and beige, but these can be slightly tinted with other colors.
2. Any improvement over six feet tall placed in the backyard (such as storage sheds, swing sets, gazebos, etc.) must not extend past the left or right side walls of the house in order to severely reduce its visibility from the front street.

Detailed improvement description: \_\_\_\_\_

Location of Improvement (attach a plot survey or sketch of location on property): \_\_\_\_\_

Dimensions of improvement (including height): \_\_\_\_\_

**Colors of house presently (must be completed):**

Paint: \_\_\_\_\_ Brick: \_\_\_\_\_ Roof: \_\_\_\_\_

**State color to be used in the following areas (if they apply):**

Main: \_\_\_\_\_ Trim: \_\_\_\_\_  
(main wooden portion of the house and exterior doors) (soffit, fascia boards, exterior doors and window trim)

**If replacing the roof, please fill out the following:**

Manufacture's name of material: \_\_\_\_\_ Weight of the roofing material: \_\_\_\_\_  
Manufacture's color name: \_\_\_\_\_ Other: \_\_\_\_\_

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.

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

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

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

**Submit to: MASC Austin Properties, Inc., 945 Eldridge Road, Sugar Land, TX 77498**

**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

ACC Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (circle) APPROVED/DENIED

Comments: \_\_\_\_\_

PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

## INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS/MODIFICATIONS

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. MOST ARCHITECTURAL COMMITTEES ARE ALLOWED 30 - 45 DAYS TO RESPOND TO AN APPLICATION.**

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawing of pool and indicate on lot survey the location of pool and equipment. You must show access to rear of property.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample of color.
- 5) If you are applying for a new **ROOF** please submit manufactures name, color name and years warranty.
- 6) If you are applying for new **FRONT DOORS, GARAGE DOORS OR STORM DOORS** please provide photo or brochure.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material samples.
- 8) If you are applying for **SECURITY CAMERAS, WROUGHT IRON GATES OR BURGLAR BARS** please submit drawings/photo, color manufactures brochure and indicate on lot survey placement.
- 9) If you are applying for **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
- 10) If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
- 11) If you are applying for an **ANTENNA** please give size or height of antennae and show location on lot survey.
- 12) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
- 13) If you are applying for **FENCING** give height, materials and location on lot survey.
- 14) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.
- 15) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure. Indicate size, height, color, materials and show location on survey.
- 16) If you are applying for a **FLAG POLE**, please submit height, materials, installation specifications, and brochure. Indicate location on lot survey, also; submit the size and type of flag(s) to be **flown**.

Please contact Austin Properties Inc. to determine if a deposit is a requirement for a pool application in your community.

PLEASE ADDRESS APPLICATIONS TO:

**Amber Wood at Fall Creek HOA, Inc.**

**945 Eldridge Rd.**

**Sugar Land, Texas 77478**

PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

In an effort to protect the homeowner's rights and property values, it is required that any homeowner considering change or addition to their home OR property which would affect the exterior appearance **MUST** submit their request in writing to the Architectural Review Committee **PRIOR** to initiating any change or addition. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement from the property.

*PLEASE STATE PROPOSED CHANGE OR ADDITION(S)*

**A LOT SURVEY OF THE PROPERTY INDICATING THE LOCATION OF THE PROPOSED ADDITION, MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH SPECIFIC DETAILS OF MATERIALS, COLOR, AND DIMENSIONS, INCLUDING HEIGHT.**

**YOUR LOT SURVEY SHOULD HAVE BEEN PROVIDED AT YOUR CLOSING. IF A LOT SURVEY CANNOT BE PROVIDED, PLEASE SUBMIT A DETAILED DRAWING OF THE PROPERTY SHOWING THE LOCATION OF THE HOME AND EASEMENTS. THE PLACEMENT OF THE IMPROVEMENT MUST BE SHOWN INDICATING THE DISTANCE FROM SIDE AND/OR REAR FENCING.**

**IF THE PROPOSED IMPROVEMENT HAS A ROOF, PLEASE SUBMIT AN ELEVATION DRAWING SHOWING HOW THE STRUCTURE WILL LOOK FROM A SIDE AND REAR VIEW.**

**NO LOT SURVEY IS REQUIRED FOR PAINTING, STAIN, SIDING OR ROOF REPLACEMENT.**

**COLOR SAMPLES ARE REQUIRED FOR PAINT, SOLAR SCREENS, ROOFING MATERIAL, BRICK OR SIDING.**

**FAILURE TO SUBMIT THE SURVEY AND ALL REQUIRED INFORMATION MAY RESULT IN A DELAY AND/OR AUTOMATIC DISAPPROVAL OF THE APPLICATION.**

*I understand that the Committee will act on this request as quickly as possible and contact me in writing regarding their decision; however, the Committee is allowed from 30 to 45 days to respond. I also understand that in the event construction is not started within six (6) month from the date of approval, then a new application must be submitted. Further, I understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc. affecting such improvement(s). I understand that I am not to begin any improvements until the Committee notifies me of their decision.*