

OLD ORCHARD COMMUNITY IMPROVEMENT ASSOCIATION, INC.
REQUEST FOR HOME IMPROVEMENT APPROVAL
C/o MASC AUSTIN PROPERTIES, INC.
945 ELDRIDGE ROAD * SUGAR LAND, TX 77478* 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, driveway improvements, changing existing landscaping, 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 in PDF format (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 earth-toned paint colors are allowed such as grays, browns, and beige, but these can be slightly tinted with other colors.
2. Approvals are valid for 90 days. Any approved projects must be completed within the 90 day period. Failure to begin or complete the project will result in the need to reapply.

Detailed improvement description: _____

Location of Improvement (attach a plot survey or to-scale drawing showing the property lines, residential building, easements, fences, etc. and the 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. If construction has already begun, I will cease construction until approval has been granted.

Signature of Homeowner

Start Date

Completion Date

Submit to: MASC Austin Properties, Inc., 945 Eldridge Road, Sugar Land, TX 77478

ARCHITECTURAL CONTROL COMMITTEE USE ONLY

ACC Signature: _____ Date: _____ (circle) APPROVED/DENIED

Comments: _____