

**Pine Ridge Villas CA, Inc.**  
**REQUEST for ACC APPROVAL of HOME IMPROVEMENT PROJECT**  
**MASC AUSTIN PROPERTIES, INC.**  
945 ELDRIDGE ROAD \* SUGAR LAND, TX 77478 \* TELEPHONE: 713-776-1771 \* FAX: 713-776-1777  
jfigueroa@mascapi.com

In an effort to provide and protect each individual homeowner's rights and values, any homeowner considering improvements (**examples: exterior painting, patio cover/awning, outside buildings, fences, walkways, decks, satellite dish, basketball goal, tree removal, etc.**) of their deeded property, is required to submit this *Request for ACC Approval of Home Improvement Project* to the Homeowners Association Architectural Control Committee (ACC) prior to initiating work on planned improvements. If any improvement is made that has not been approved or does not meet community standards, the committee has the right to demand that the homeowner remove such improvement from the property or alter it to meet compliance with deed restrictions and ACC standards. Every effort is made to review requests within 30 days of submittal. Please submit form early in project planning, prior to finalizing contractor's work timeline.

**Please fill out the appropriate section, then sign, and return to the above address for handling.**

Owner's Name \_\_\_\_\_ Property Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Who will do the actual work on this improvement? \_\_\_\_\_

Was this improvement requested by management? No \_\_\_\_\_ Yes \_\_\_\_\_ Cure Date \_\_\_\_\_

**Additional Items may be required (as appropriate for the project):**

1. Photocopy of lot survey (issued at closing) or a hand drawing, showing location and size of improvement.
2. Plan and elevation drawings of improvements, specifying dimensions and construction materials.
3. Manufacturers' brochures when available.
4. Photographs to illustrate existing or unusual conditions.

**Notes:**

1. See page 3 for further guidance on improvements and paint colors.
2. Because fence height is 6 feet throughout the community, an improvement greater than 6 feet tall placed in the backyard (such as storage sheds, swing sets, gazebos, satellite dish, etc.) must not extend past the left or right side walls of the house in order to reduce its visibility from the front street.

Description of planned improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

Materials: \_\_\_\_\_

\_\_\_\_\_

**Sign completed form at bottom of page 2 and submit.**

**Exterior Painting**

Colors on house today (if known):

Paints: \_\_\_\_\_

Stone trim (manufacturer and color name): \_\_\_\_\_

Pavers (manufacture and color): \_\_\_\_\_ Roof: \_\_\_\_\_

**State manufacturer's product and color name to be used in the following areas:**

Main stucco: \_\_\_\_\_ Trim stucco: \_\_\_\_\_

Wooden portion of house (soffit, fascia): \_\_\_\_\_ Exterior doors: \_\_\_\_\_

Garage door: \_\_\_\_\_ Wood trim around garage door: \_\_\_\_\_

Other trim elements: \_\_\_\_\_ Gutters/ Downspouts: \_\_\_\_\_

Front door stain: \_\_\_\_\_

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

Manufacturer's name of material: \_\_\_\_\_ Weight of the roofing material: \_\_\_\_\_

Manufacturer's color name: \_\_\_\_\_ Other: \_\_\_\_\_

I understand that the Architectural Control Committee (ACC) has up to thirty (30) days to review requests and will 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

\_\_\_\_\_  
Projected completion date

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

**jfigueroa@mascapi.com**

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**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Clarification on Exterior Improvements and Painting

### Home Improvements

All improvements and modifications to the exterior of the house, exterior fixtures, and building site, and modifications that reduce vehicle parking space in the garage require review and approval by the Architectural Control Committee (ACC). Requests for review and approval are made on the form, *Request for ACC Approval of Home Improvement Project*. Submit the completed form to the management company to begin the review and approval process. Homeowner must receive approval in writing prior to beginning work on the project. The review and approval process by the ACC provide the opportunity to establish compliance with the deed restrictions (Declaration 2) prior to initiating the project and to “check and balance” the overall impact of the project on the aesthetic appearance and appeal of the community.

### Exterior Paint Colors

The color of house paint, fixtures, and other materials (e.g., lanterns, facing stone, pavers) used on the exterior of each home requires approval of color choice by the ACC. Even if the plan is to repaint with substantially the same color used in the original construction, the work plan and specified color(s) must be submitted to the ACC on the form, *Request for ACC Approval of Home Improvement Project*. The review-and-approval process by the ACC is designed to preserve the beauty and color-coordinated harmony of the community, as designed by the builder.

Each home was painted at original construction with an overall color scheme that complements the color of the home’s associated stonework and coordinates with the aesthetics of the community without duplicating the color of adjacent homes. Most homes have a three-part color palette (main stucco, trim stucco, accent wood) plus coordinated colors of guttering and downspouts. Garage door stain and front door stain are also coordinated with each other and with the color palette of the house. All paints and stains originally used are from the Sherwin Williams collections. If you have knowledge of the original paint colors, it is wise to record that for future reference, because faded colors are difficult to match. As stated in our Declaration 2 **Article VIII, Section 8.16 Exterior Colors**: “Unless otherwise approved by the Architectural Control Committee (ACC), each residence and other painted improvements upon each Building Site must be painted or repainted in substantially the same color(s) used in the original construction of same.” However, a homeowner who desires to change the exterior colors of their house shall submit paint colors for ACC approval, at which time the color choice shall be reviewed to preserve the overall color scheme and accents, taking into account the color of the stonework and the color of the adjacent homes.

### Fence Stain Color

All wood fencing throughout the community is cedar and shall be stained with the following color: Salem Red SW3018 Woodscapes acrylic exterior solid color stain (Sherwin Williams).