

LAKWOOD FOREST FUND, INC.
ARCHITECTURAL MODIFICATION REQUEST FORM

In order to protect each individual homeowner's property value and privacy, it is required for any owner planning to initiate improvements or changes to their deeded property lot, besides annual flower/plant replacement, to submit an ACC Modification 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 association has the right to mandate the owner to remove the improvement and/or change from the property. **Fill out areas in bold.**

Date:

Contact Phone:

Name:

Email:

Property Address:

Note: The association will not be held responsible for ensuring compliance with restrictions regarding utility easements, building setback, building codes and other restrictions imposed by other local or state governing bodies or companies. The approval is only based on the aesthetics of the proposed change submitted. Approval granted by Fund Representatives should not be taken as any certification as to the worthiness or integrity of the modification. Owners are responsible for contacting the appropriate utility companies prior to digging or excavating; this can be accomplished by calling "811".

Describe in detail the change or improvement requested:

The change or improvement will be located where (check all that are applicable):

Front of Home Back of Home Side of Home
 Roof Patio Garage
 Driveway Other

Who will perform work:

Expected start date:

Information which should be submitted with application:

- For improvements being initiated on physical lot; site survey showing house and location of proposed addition/alteration. Any photos to assist in understanding the project would also greatly be appreciated.
- For painting/staining projects: (1) Include recent photo of home with application (2) Include paint swatch to indicate color name/number. Exterior paint must be of a neutral color scheme regardless of existing color of home.
- For window replacements: Indicate manufacturer, style and type of window. Exterior color of window frame must be noted on application.
- When erecting structure in backyard, owner must contact neighboring properties to ensure that intended placement of structure does not affect their privacy

Submission process:

- Electronic Submissions should be emailed to gm@lakewoodforestfund.com
- Paper submissions may be mailed or dropped off at Fund Office, 12415 Louetta Rd, Cypress, TX 77429

Additional Information:

- Questions may be directed to Fund Office at 281-370-8943 or via email to gm@lakewoodforestfund.com
- Lakewood Forest does not charge an ACC application fee
- When sent electronically, approval takes approximately 24-48 business hours