

**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 forty-five (45) 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 \_\_\_\_\_ Submitted Date \_\_\_\_\_ 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: \_\_\_\_\_