

APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY

**FLEETWOOD PROPERTY OWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE**

c/o Crest Management Company

P.O. Box 219320

Houston, TX 77218-9320

Phone 281-945-4642

Fax 281-579-7062

Email: liz.trapolino@crest-management.com

IMPORTANT: Before finalizing your project plans or completing this form it is necessary for you to read the recorded *Architectural and Control Guidelines* and the recorded *Deed Restrictions* for your Section in Fleetwood. They provide valuable information as to what you can and cannot do. These documents are available for your review on the Association's website at www.fleetwoodpoa.com. Please keep in mind that any homeowner planning a change or addition to their home or property which would affect the exterior appearance must submit their request in writing to the Architectural Control Committee (the "Committee") before starting any such work. If any change or addition is made that has not been approved, the Association has the right to require that the homeowner remove the modification from their property.

(PLEASE PRINT ALL REQUESTED INFORMATION)

Owner's name: _____ Home phone: _____

Address: _____ Cell phone: _____

City: _____ State: _____ ZIP: _____ Email: _____

Property address if different than above: _____

Please briefly state the proposed changes or additions:

A lot survey of the property clearly indicating the location of the proposed changes needs to be enclosed with your application, along with specific details of the materials, colors, and dimensions (including the height), where applicable.

You should have been provided with a lot survey at the time you bought your home. If a lot survey cannot be provided, please submit a detailed drawing of the property showing the location

(Please continue on the second page)

of your house and any applicable easements or setback requirements. The placement of any additions (e.g. a swimming pool) should be clearly shown indicating the distances from the side and rear property lines.

If the proposed change has a roof, please submit an elevation drawing showing how the structure will look from the front, side and rear views.

No lot survey is required for painting or staining or siding, window or roof replacement.

Color samples are required for paint, stain, solar screens, roof, brick or colored siding.

Please state the materials to be used:

If you do not submit the survey or drawing, samples and any other required or subsequently requested information, this will result in a delay and/or rejection of your application.

IMPORTANT: I understand that: (i) the Architectural Control Committee will act on this request as quickly as possible and contact me in writing regarding their decision, however, the Committee is allowed thirty (30) days from receipt of this application to respond, in writing; (ii) in the event the work to be done is not started within six (6) months from the date of approval by the Committee, a new application will need to be submitted and approved before work begins; (iii) it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc. affecting such modification(s) and (iv) I can not begin any changes or additions until the Committee notifies me, in writing, of their decision.

Homeowner's signature: _____

Date application is being submitted: _____

Anticipated construction start date: _____

Anticipated construction completion date: _____

NOTE: You may also hand deliver this completed form and samples to Crest Management Company, Attention: Liz Trapolino, 17171 Park Row, Suite 310, Houston, TX 77084.

Date application received by Crest for ACC: _____

Name of person receiving application: _____

FLEETWOOD PROPERTY OWNERS ASSOCIATION, INC.
**SUPPLEMENTAL INSTRUCTIONS FOR APPLICATION FOR APPROVAL TO MODIFY
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If you are applying for:

A structure (e.g. PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.) you need to submit an elevation drawing showing how the structure will look. Please indicate size, height, color, materials and roofing and show placement on the lot survey.

A play structure (PLAY HOUSE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.) you need to submit a photo, brochure or drawing. Please indicate size, height, color, materials, etc. and show location on the lot survey.

A POOL/SPA you need to submit a detailed drawing of the pool/spa and indicate on the lot survey the location of the pool/spa and its related equipment. You should also show the construction access point at the rear of the property.

Exterior PAINTING OR SIDING submit color samples, including trim.

A new ROOF please submit manufacturer's name and color name (include a brochure or small sample) of the roofing materials to be used.

New FRONT DOORS OR STORM DOORS please provide photos or brochure.

SOLAR SCREEN/WINDOW TINTING please provide material samples.

WROUGHT IRON GATES please submit drawing and color and indicate placement on the lot survey.

DECKING/PATIO please indicate location on the lot survey, the materials to be used and the height of the decking/patio.

CONCRETE WORK/PAVERS (walkways, sidewalks, driveway extension, etc.) please indicate location on the lot survey.

LANDSCAPING OR TREE REMOVAL/REPLACEMENT please submit all details (tree dimension and type) showing placement on the lot survey.

FENCING please submit details about the height, construction, all materials to be used and location on the lot survey.

YARD DECORATIONS (birdbath, benches, statues, signs, lighting, etc.) please submit a photo or brochure and indicate the location on the lot survey.

Note: The above list is NOT meant to be all-inclusive but is only illustrative of sample improvements and what is required.