

BAY COLONY WEST HOMEOWNERS ASSOCIATION
c/o CREST MANAGEMENT CO.
P.O. BOX 219320
HOUSTON, TEXAS 77218-9320
281-579-0761
FAX: 281-579-7062
andreag@crest-management.com

Re: ACC Application:

Dear Resident:

Enclosed please find an ACC application for your home improvement or modification. Please note what is needed for your type of improvement and include with your Application Necessary forms, such as, photos, paint samples, solar screen samples, drawings, brochure, lot survey, and your signature are examples of what is needed for us to complete your request in a timely manner. If these items are not submitted with your application, your request is denied and returned back to you for completion. Please read the application carefully.

- ◆ **A LOT SURVEY IS AN ARCHITECTURAL DRAWING OF YOUR PROPERTY SHOWING YOUR HOME, EASEMENTS, AND BUILDING LINES. A COPY USUALLY COMES WITH YOUR CLOSING PAPERS.**
- ◆ **Please SHOW on the survey in a distinguishable color the location of your project.**

You will be notified by letter after the ACC committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding your forms, please contact, Andrea Garcia, at 281-579-0761 EXT 627.

Sincerely,
CREST MANAGEMENT

Heather Monteverde
Agent for the Association

**IMPORTANT:
REMEMBER: WITHOUT PROVIDING EVERYTHING NEEDED—
YOUR APPLICATION WILL BE DENIED AND RETURNED TO YOU FOR COMPLETION.
THIS WILL DELAY YOUR PROCESS.**

11/1/2011

Enc:

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c/o Crest Management Company

P.O. Box 219320

HOUSTON, TEXAS 77218-9320

PHONE: 281-579-0761 FAX: 281-579-7062

APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS

PLEASE ALLOW AT LEAST 30 DAYS FOR ANSWER--YOU WILL BE NOTIFIED BY LETTER

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvement(s) and/or change(s) to their home or property submit an **"Application for Home Improvements and Modifications"** to the Architectural Control Committee. If any change is made that has not been approved, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property. Approved projects must be completed within 90 days of approval or be re-submitted.

HOMEOWNERS INFORMATION

NAME		SUBDIVISION:	
ADDRESS			DATE:
HOME PHONE No.		WORK PHONE No.	

TYPE OF IMPROVEMENT OR MODIFICATION AND REQUIREMENTS:

*******EVERYTHING BELOW REQUIRES A LOT SURVEY EXCEPT PAINTING, SCREENS, ROOF AND DOOR. COLOR SAMPLES, MATERIALS, DIMENSIONS, DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND MOST NEED PICTURES. (SEE BELOW) WITHOUT NECESSARY ITEMS—YOUR APPLICATION IS DENIED AND RETURNED TO YOU FOR COMPLETION.**

BASKETBALL GOAL (PERMANENT)—PICT/DIM	PATIO-SEE REQUIREMENTS BELOW	STORAGE BUILDING-SEE REQUIREMENTS BELOW	POOL/SPA-SUPPLIED BY POOL COMPANY
PLAY EQUIP OR SWING SET PICTURES / DIMENSIONS	PATIO COVER/ARBOR/GAZEBO ROOM ADDITION-SEE BELOW	STORM DOOR -PICTURE (FRONT) (BACK)	DECK-DRAWING/DIMENSIONS
SOLAR SCREENS- SCREEN SAMPLE & WHAT WINDOWS	LANDSCAPE, TREE REMOVAL OR TREE PLANTING,	YARD ART-PICTURES/ DIMENSIONS	SHUTTERS- PICTURE PAINT SAMPLE
SATELLITE DISH-LOCATION	FENCE-HEIGHT/STAIN SAMP	GUTTERS/SIDING-COLOR SAMPLE	LOW VOLTAGE LANDSCAP. LIGHTS-PICT
EXTERIOR PAINTING-SAMPLE	SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS	ROOF- SHINGLE SAMPLE & # OF WARRANTY YEARS	OTHER

If OTHER Please Describe

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?	PHONE NUMBER ()
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*****ANY PAINTING OR STAIN MUST HAVE COLOR SAMPLES PROVIDED OR YOUR APPLICATION WILL BE RETURNED**

PAINTING OR STAIN: PLEASE STATE NEW PAINT COLOR & PROVIDE SAMPLE:	PORTION OF HOUSE TO BE PAINTED:
TRIM COLOR: (INCLUDE SOFFIT, FASCIA, AND WINDOW TRIM)- PROVIDE PAINT SAMPLE	ACCENT COLOR (INCLUDES SHUTTERS, WINDOWS HOODS & EXTERIOR DOORS)-PAINT SAMPLE

SATELLITE DISH: STATE SIZE OF DISH	STATE LOCATION/PLACEMENT OF DISH—SHOW ON LOT SURVEY:
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*****STORAGE BUILDING, PATIO OR PATIO COVER, GAZEBO OR ARBOR APPLICATION MUST HAVE A PHOTO, BROCHURE, OR DRAWING; DIMENSIONS, MATERIALS, COLOR, AND A LOT SURVEY SHOWING LOCATION OR YOUR APPLICATION WILL BE RETURNED**

HEIGHT OF BUILDING OR PATIO COVER AT HIGHEST PEAK:	DIMENSIONS OF BUILDING / PATIO	SQUARE FOOTAGE OF BUILDING / PATIO
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WHERE IN YOUR YARD IS THIS LOCATED: SHOW LOCATION/ PLACEMENT OF BUILDING, PATIO, AND COVER, GAZEBO, OR ARBOR ON LOT SURVEY: (PROVIDE LOT SURVEY)

