GREATWOOD COMMUNITY ASSOCIATION
ARCHITECTURAL MODIFICATION REQUEST FORM

In order to protect each individual homeowner's property value and privacy, it is required for any homeowner or group of homeowners planning improvements or changes to their deeded property (properties), 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 Committee has the right to ask the homeowner to remove the improvement and/or change from the property. Approval will be good for one year from the date of the approval letter. If the work has not been completed in this time frame a new request must be submitted.

Please fill out the entire form. SECTION Arbor

NAME:_____ DATE: _____

PHONE: (HOME) _____ (CELL) _____

ADDRESS: _____ EMAIL: _____

NOTE: The association will not be held responsible for ensuring compliance with restrictions regarding utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies. Before digging or excavating anywhere in your yard, call the gas, power, telephone and cable companies for staking of the location of distribution and service lines.

1. Describe in detail the change or improvement requested. A COPY OF YOUR CERTIFIED SURVEY PLAT INDICATING THE LOCATION OF CHANGE OR IMPROVEMENT AND ARCHITECTURAL PLAN AND ELEVATION DRAWINGS MUST BE INCLUDED.**

2. Who will perform the actual work?

3. The change or improvement will be located where?

☐ Front of house	☐ Roof	☐ Other
☐ Back of house	☐ Patio	☐ Basketball Goal
☐ Side of house	☐ Carports	

4.

ITEM	**TYPE/COLORS**
☐ Paint*	_____
☐ Stain*	_____
☐ Lumber	_____
☐ Brick*	_____
☐ Screen	_____
☐ Cement	_____
☐ Fencing	_____
☐ Other	_____

*Attach a color sample from the color chart or a chip of the actual paint or stain. The request cannot be approved without them.

****PLEASE NOTE: REGARDING IDENTICAL REPLACEMENTS FOR ROOFS, FENCES, WINDOWS & EXTERIOR PAINT**

Under the following circumstances, an ACC Application may be approved directly by the Association Manager if the ACC Application is submitted to **identically replace** one of the following four (4) items: **1) roof, 2) fence, 3) windows, or 4) exterior house paint color** (collectively, the "Identical Replacement Items" **as long as it abides by the guidelines**). The homeowner must be making **NO CHANGES** to the color, materials, or footprint of the Identical Replacement Items and no surveys will be required for those Identical Replacement Items. If there are **ANY** changes to be made to the color, materials or footprint of such items, an ACC Application must be submitted to the ACC Committee for approval with required surveys. Again, the homeowner must use the SAME approved color, materials, and/or footprint for the Identical Replacement Items as the existing materials/color (i.e., they should be **like for like**, etc.). Submission of surveys will NOT be required for these four Identical Replacement Items only.

POOL/DECKS: If you are requesting to install a pool or a deck you are required to submit a deposit of $700.00 check or money order made payable to the Greatwood Community Association, which must accompany this application. Prior to approval, the Association may insist upon a larger deposit at its discretion. The deposit is to cover damage to the common open space, landscape reserves or public right-of-ways maintained by the Association. You will be responsible for any damages in excess of deposit. The money will not be deposited and will be returned to you upon completion of construction less deductions for damages within thirty (30) days from the date you notify Houston Community Management the job is complete. **Whether you will access your back yard through Association property or your own property the $700 deposit is absolutely required. Failure to attach the check or money order will result in a denial of the application**.

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.

INDEMNITY AND HOLD HARMLESS AGREEMENT

Homeowner agrees to and will indemnify and hold harmless the Association, its Officers, Directors, Members, Employees, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with the above referenced ACC request, including where such injuries, death, or damages are caused by the associations, sole negligence or the joint or concurrent negligence of the association and any other person or entity.

_____ Start Date: _____

Signature of Homeowner

Completion Date: _____

Please complete and return to: **Greatwood Community Association, Inc.**
Houston Community Management Services
8802 Greatwood Pkwy.
Sugar Land, TX 77479
Phone: 281-545-1134 Fax: 281-545-1136
Email: contact@mygreatwood.com

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN THE 20TH OF EACH MONTH.

ARCHITECTURAL CONTROL COMMITTEE USE ONLY

NAME: _____DATE: _____

APPROVED ☐ DISAPPROVED ☐

COMMENTS: