

**KIRKWOOD SOUTH COMMITTEE**

**c/o Crest Management Company**

**P.O. Box 219320**

**HOUSTON, TEXAS 77218-9320**

**PHONE: 281-945- 4616 FAX: 281-579-7062**

**SHARON.VETRONE@CREST-MANAGEMENT.COM**

**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**

<b>NAME</b>		<b>SUBDIVISION:</b> KIRKWOOD SOUTH	
<b>ADDRESS</b>			<b>DATE:</b>
<b>HOME PHONE No.</b>		<b>WORK PHONE No.</b>	

**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.**

<b>BASKETBALL GOAL (PERMANENT)—PICT/DIM</b>	<b>PATIO-SEE REQUIREMENTS BELOW</b>	<b>STORAGE BUILDING-SEE REQUIREMENTS BELOW</b>	<b>POOL/SPA-SUPPLIED BY POOL COMPANY</b>
<b>BRICK OR STONE REPAIRS OR REPLACEMENT TO EXTERIOR OF HOUSE</b>	<b>PATIO COVER/ARBOR/GAZEBO ROOM ADDITION-SEE BELOW</b>	<b>STORM DOOR -PICTURE (FRONT) (BACK)</b>	<b>DECK- DRAWING/DIMENSIONS</b>
<b>SOLAR SCREENS- SCREEN SAMPLE &amp; WHAT WINDOWS</b>	<b>DRIVEWAY REPLACEMENT; ALL OR PART OF ORIGINAL</b>	<b>YARD ART-PICTURES/ DIMENSIONS</b>	<b>SHUTTERS- PICTURE PAINT SAMPLE</b>
<b>SATELLITE DISH-LOCATION</b>	<b>FENCE-HEIGHT/STAIN SAMP</b>	<b>GUTTERS/SIDING-COLOR SAMPLE</b>	<b>BRICK MAILBOX</b>
<b>EXTERIOR PAINTING (TO INCLUDE DOOR)-SAMPLE</b>	<b>EXTENSION OF DRIVEWAY OR SIDEWALKS</b>	<b>ROOF- SHINGLE SAMPLE &amp; # OF WARRANTY YEARS</b>	<b>OTHER</b>

**If OTHER Please Describe**

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

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

<b>SATELLITE DISH: STATE SIZE OF DISH</b>	<b>STATE LOCATION/PLACEMENT OF DISH—SHOW ON LOT SURVEY:</b>
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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**

<b>HEIGHT OF BUILDING OR PATIO COVER AT HIGHEST PEAK:</b>	<b>DIMENSIONS OF BUILDING / PATIO</b>	<b>SQUARE FOOTAGE OF BUILDING / PATIO</b>
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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)**

◆ **(A LOT SURVEY IS A DRAWING OF YOUR PROPERTY SHOWING EASEMENTS. THIS CAME WITH YOUR CLOSING PAPERS)**  
**WE NEED TO KNOW HOW YOUR IMPROVEMENT WILL LOOK WHEN FINISHED**  
**Materials Necessary for Proposed Improvement or Modification (SOLAR SCREENS REQUIRE A SAMPLE OF MATERIAL)**

<b>Circle what you will use in your project:</b>				
<input type="checkbox"/> Lumber	<input type="checkbox"/> Brick	<input type="checkbox"/> Cement	<input type="checkbox"/> Hardiplank	
<input type="checkbox"/> Siding Material	<input type="checkbox"/> Screen	<input type="checkbox"/> Fence	<input type="checkbox"/> Electrical	<input type="checkbox"/> Other
If OTHER please describe				
Lumber Type	Brick Type	Screen Type: Location of windows to screen ( <u>NEED SAMPLE</u> )		
Fencing Material ( <u>PROVIDE LOT SURVEY</u> )			Height of Proposed Fence	

**PLEASE READ BELOW AND FOLLOW INSTRUCTIONS SO APPLICATION WILL BE PROCESSED TIMELY**  
**IF THE NECESSARY ITEMS ARE NOT PROVIDED, YOUR APPLICATION WILL BE DENIED UNTIL WE RECEIVE THESE**

**All applications must include a lot plan/survey which shows the house, lot lines and easements. In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail. A copy of any applicable city/county permits must be included. Please include a sample of all improvements! (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) If you should have any questions, please contact:**  
**CREST MANAGEMENT at 281-579-0761.**  
**In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements, falsification or omission of information shall be grounds for denial of this application. I further understand that the Architectural Control Committee has thirty (30) days upon receipt to review my application and I agree not to begin property improvements or modifications until the Committee notifies me, in writing, of their decision. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.**

HOMEOWNERS SIGNATURE:	DATE:

MAIL COMPLETED FORM TO : **CREST MANAGEMENT Co.**  
**P.O. Box 219320**  
**HOUSTON, TX. 77218-9320**

**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

DATE APPLICATION FORWARDED TO THE COMMITTEE: _____	
RECOMMENDATION OF THE COMMITTEE:	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
COMMENTS:	
ACC SIGNATURE 1:	DATE:
ACC SIGNATURE 2:	DATE:
ACC SIGNATURE 3:	DATE: