

University Park Patio Homes

Home Improvement Application for Architectural Review Committee

In order to protect homeowner property values and privacy, improvements or changes to properties, besides flower/plant replacement, generally requires submittal of a **HOME IMPROVEMENT APPLICATION (HIA)**. This request is reviewed by the Architectural Review Committee (ARC) to ensure compliance with deed restrictions, architectural guidelines and local statutes, and to protect neighboring homeowners. If any change is made without an HIA approval or if the final construction varies in detail from the approved HIA, the Association has the right to require the homeowner to remove or correct the change.

Please fill out the entire form.

DATE: _____

LAST NAME: _____ FIRST NAME: _____

STREET ADDRESS: _____

PHONE #: _____ 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. Some lines are located in easements and some are not.

1. Specific change/Improvement:(A separate application must be completed for each improvement).

Roof (must complete item 4 also)

Pergola/Patio Cover

Windows

Fence

Paint

Other (please state): _____

2. Describe in detail the change or improvement requested:

3. Who will perform the work? _____

Phone # _____

4. Additional information required for roofing*:

Shingle manufacturer: _____

Shingle style name (exact): _____

Shingle color name: _____

* In addition to the information above, a sample shingle must be provided with the HIA, UNLESS the replacement shingle is one of the following:

- GAF Timberline HD, Weathered Wood
- Certain Teed Landmark Weathered Wood (NOT Max Def Weathered Wood)

NOTE: Per the Guidelines, drip edge and gutters must be same color as house trim and shingle roof valleys must be half-cut closed valley

As appropriate, attach plot plan showing installation points, a color sample from the color chart or a chip of the actual paint or stain or manufacturer/dealer color photograph. The request cannot be approved without them.

I understand that the ARC has up to thirty (30) 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 ARC 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 request, including where such injuries, death, or damages are caused by the Association's, sole negligence or the joint or concurrent negligence of the Association and any other person or entity.

Signature of homeowner

Date

Please complete and return to:
Community Management Solutions, Inc.
2615 Bay Area Blvd
Houston, TX 77058
Email: rcastrilla@cmsisolutions.com
Phone: (281) 480-2563
Fax: (281) 480-2608