

UNIVERSITY GREEN TOWN HOME OWNERS ASSOCIATION, INC.

APPLICATION FOR ARCHITECTURAL MODIFICATION FOR IMPROVEMENTS

Return To: University Green Town Home Owners Association, Inc
PO Box 580520
Houston, TX 77258

Owner's Name _____ Date of Application _____

Street Address _____ Building Number _____

Phone Number, During Normal Working Hours _____ Or _____

Note: Please complete the following application as applicable.

I TYPE OF IMPROVEMENT:

- A. Room Addition _____ Square Feet _____ Type _____
- B. Patio Cover _____ Type of Roof _____
- C. Fence _____ Wall _____ Hedge _____
- D. Accessory Structure: Storage Shed _____ Play House _____
- E. Other (Specify) _____

II MATERIALS OF CONSTRUCTION:

A Specify the type of materials to be used in this improvement.

B Specify the color of existing construction and proposed improvement:

C Specify the material, color, weight and manufacturer of any roofing construction:

III. DISTANCE FROM BOUNDARY LINES

- A. Front Building Line _____ Feet
- B. Street Sidelines _____ Feet
- C. Interior Lot Line(s) _____ Feet
- D. Utility Easement(s) _____ Feet
- E. Side Building Setback(s) _____ Feet

IV. DIMENSIONS OF IMPROVEMENT:

- A. Height _____ Feet
- B. Depth _____ Feet
- C. Length _____ Feet
- D. Square Footage _____ Feet

V. SKETCHES OF PROPOSED IMPROVEMENT:

- A. Provide a sketch showing view of elevation from front street (show outline of main building and improvement)
- B. Provide a sketch showing view of elevation from rear of property (show outline of main building and improvement)
- C. Provide a sketch showing view from either side, showing elevation of improvements (show outline of main building)

VI. PLOT PLAN OF PROPOSED IMPROVEMENT:

Provide complete plat plan with all improvements and dimensions on a separate sheet or on a suitable prepared survey. (structural modifications – exterior)

Survey provided _____ Yes _____ No

Plat provided _____ Yes _____ No

NOTE:

This is strictly an application and does not constitute approval to proceed.

Exterior improvements, that show, must be painted to match existing structure (i.e. patio covers, gazebos, etc.)

All approved modifications must begin within 90 days of approval.

Owners Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Control Committee (ACC);
- Any construction or alteration to the subject property prior to approval of the Architectural Control Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- *The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.*

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee. The Architectural Control Committee has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ **Date:** _____

Co-Owner/Applicant Signature: _____ **Date:** _____

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Date Received _____ Date Forwarded to ACC _____

ACC Comments, Changes or Additional Information:

Date Approved By The ACC _____ Date Disapproved By The ACC _____

Committee Chair Person Signature _____