

# Willow Pointe Homeowners Association, Inc.

## HOME IMPROVEMENT APPLICATION

**All Proposed Improvements Must be Indicated on your Plot Plan, Survey or Detailed Drawing**

**Submit to: Randall Management - A Management Trust Company**

**6200 Savoy Drive, Suite 420, Houston, TX 77036**

**Email: [texasforms@managementtrust.com](mailto:texasforms@managementtrust.com) Tel. 713-728-1126**

All exterior modifications to your property must be approved in advance by the Architectural Review Committee (ARC) of your homeowners association including any improvement, modification, restoration or refurbishing of already existing structures. The ARC will review your request to ensure the improvement is consistent with the deed restrictions and compatible with the overall character and aesthetics of the community. Please consult your Deed Restrictions and Architectural Review Guidelines for additional information. The ARC has thirty (30) days from the date of receipt of an Application to respond. If you do not receive confirmation within 48-business hours, this Application has not been received.

Complete both pages of this form in their entirety and return along with all specifications, material samples or images, sales literature, plot plans, surveys, photographs and/or drawings. If the required information is not included, this Application will be temporarily denied and returned pending receipt of the additional information requested.

**\*COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED, IT CANNOT BE PROCESSED AND WILL BE DENIED\***  
**\*A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH PROPOSED IMPROVEMENT\***

**Homeowner's Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Mailing Address (if different than above):** \_\_\_\_\_

**Phone :** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*Describe the Improvement including Location (You must be specific. Attach plot plan, survey or detailed drawing clearly indicating the improvement and all measurements, dimensions, easements & distances from lot lines clearly marked.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Materials to be Used (Attach samples, images, photographs and/or specifications):**

**Paint (Color Name & Sample Required)** \_\_\_\_\_

**Fence (Material Type, Size, Rot Board, Other)** \_\_\_\_\_

**Lumber (Type, Grade)** \_\_\_\_\_

**Roof Shingles (Manufacturer, Color, Weight)** \_\_\_\_\_

**Metal** \_\_\_\_\_

**Brick (Type/Color)** \_\_\_\_\_

**Other Materials:** \_\_\_\_\_

**Planned Start Date** \_\_\_\_\_ **Planned Completion Date** \_\_\_\_\_

*(Construction of any project approved by the ARC must commence no later than 6-months after the approval date and must be completed within 9-months of commencement. If the project requires a county, city or state permit, it is the homeowner's responsibility to obtain this permit before starting construction.)*

**Who will perform the work** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Are you submitting this Application in response to a Deed Violation letter you received?**  Yes  No

**If yes, has the improvement already been completed?**  Yes  No

**\*See Page 2 for examples of information that must be included with this Application.**

**\*INFORMATION REQUIRED FOR TOP REQUESTED HOME IMPROVEMENT APPLICATIONS:**

**Fence.** Include (a) plot plan, survey or detailed drawing with the location of the fence clearly indicated along with all dimensions and distance from lot lines clearly marked; (b) height of new fence; (c) type of wood and list of all materials used; and (d) photographs of the existing fence to be replaced. Please note: fences must be no more than 6' in height OR 6'6" from grade if a rot board is used, and pickets must be installed vertically.

**Exterior Paint/Stain.** Include the color name and sample of paint/stain to be used; and a photo of the home showing current paint color/stain. If you are applying for a base paint color with a different color trim, include samples of each color and specify which color is for trim.

**Roofing.** Include the manufacturer, color and weight of shingles. Note: Shingles must be made of composition material and colors will be reviewed on a case-by-case basis; however, generally only black, brown/earth tones will be considered such as GAF Weathered Wood or Antique Slate.

**Landscaping including Tree Removal/Replacement.** Include (a) plot plan, survey or detailed drawing with the location of the landscaping clearly indicated along with all measurements of landscaping and distance from lot lines clearly marked; and (b) color photo or image of manufacturer's brochure showing the proposed landscaping materials.

**Doors/Windows.** Please describe the materials to be used and attach colors, specifications, and pictures.

**Generator.** Include (a) plot plan, survey or detailed drawing with the location of the generator placement clearly indicated along with all measurements of unit and distance from lot lines, easements, windows and doors clearly marked; (b) color image of manufacturer's brochure; and (c) color photo of home showing location where the generator will be installed.

**Driveway/Walkway/Sidewalk.** Include (a) plot plan, survey or detailed drawing that clearly indicates the location and measurements of the proposed driveway/walkway/sidewalk with the distance from lot lines clearly marked; (b) location of easements, if any; (c) list of materials and color samples; and (d) color photo of property showing location of improvement.

**Outbuilding & Room Addition.** Include (a) plot plan, survey or detailed drawing with location of the new improvement clearly indicated along with all measurements of new structure; (b) location of easements; (c) color photo of home showing location where structure will be installed; (d) color samples of paint, stain, brick, and roof; and (e) any other information you want to be considered. Note: If you are building a structure with walls and a roof, you must include an elevation drawing showing dimensions of the structure, especially the height.

I certify that the above information is true and accurate to the best of my knowledge. Any changes from the above will nullify this application and/or its approval by the ARC. Work begun or completed prior to written approval of this Application is subject to penalty including, but not limited to, forced removal if the application is ultimately denied.

I understand and agree that it is the duty of the Homeowner and any contractor or consultant employed by the Homeowner to determine that the proposed improvement described in this Home Improvement Application is structurally, mechanically, and otherwise safe, and that it is designed and will be constructed in accordance with the Covenants and Restrictions applicable to the Lot. I agree that neither the Association, or any Director, Officer, Committee, Managing Agent, or member or employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or non-approval of this Application or any facet thereof. I hereby release, indemnify and hold harmless the Indemnified Parties harmless from any claim, liability, damage, suit and attorney's fees arising out of any action or omission of any of the Indemnified Parties with regard to this Application and in regard to the design plan review, construction or inspection of the proposed improvements, including any claims, liability, damages, suits and attorney's fees resulting from the negligent acts of one or more of the Indemnified Parties.

\_\_\_\_\_  
**Signature of Homeowner**

\_\_\_\_\_  
**Date:**

*Committee Use Only:* **Approved** \_\_\_\_\_ **Approved with Info** \_\_\_\_\_ **Denied** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_