

HEATHLAKE COMMUNITY ASSOCIATION, INC.

SERVING HEATHWOOD, LAKEVIEW FOREST, AND WOODS OF LAKESIDE

ARCHITECTURAL AND HOME IMPROVEMENT APPROVAL REQUEST

MAIL COMPLETED FORM TO:

Residential Community Management
2000 Dairy Ashford, Suite 590
Houston, TX 77077

All exterior modifications to your property must be approved in advance by the Architectural Control Committee, "ACC". The ACC will review your request to make sure that the improvement will be done in a professional, sound manner and will fit in with the aesthetics of the community. Please provide as much detail as possible so that the ACC can properly understand your request. Without a complete description of your request, the form will have to be returned for more information. After you've filled out this form, please return it to the address shown above. Thank you for your cooperation and concern for your community.

OWNER NAME _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

PHONE (home) _____ (office) _____

DESCRIBE THE IMPROVEMENT (attach a plot plan or sketch of location on property)

LOCATION OF THE IMPROVEMENT (attach a plot plan or sketch of location on property)

MATERIALS TO BE USED (attach sample, if appropriate)

Paint (paint chip required) _____

Lumber (type/grade) _____

Brick (type/color) _____

Cement _____

Pipe _____

Electrical _____

Other _____

(over)

COMMENTS

PLANNED START DATE _____ EXPECTED COMPLETION DATE _____

According to the Deed Restrictions, the Architectural Control Committee has up to 30 days after receipt of this application to make a decision, so please submit the request far enough ahead of time. For your own protection, make sure you don't start the improvement until you have received proper approval. The more detail you provide about your improvement, the easier it will be to understand what you plan to do and to make a decision.

SIGNATURE: _____ DATE: _____

PLEASE DO NOT WRITE BELOW THIS LINE

Account Number _____ VREF# _____

Date Received _____

Date sent to ACC _____

Date of ACC Decision _____

Date Returned to Homeowner _____

COMMENTS CONCERNING REQUEST

APPROVED with the following restrictions, if any:

DISAPPROVED for the following reasons:

Review Signature and Date
