

# ACC Improvement Request Form

Neighborhood:	
Date:	

## Attach the Items Listed Below:

Per the governing documents of your neighborhood the following items must be submitted in order for us to process your request.

<input type="checkbox"/>	1. Detailed building plans must be submitted including the height, length, and width of the proposed improvements.
<input type="checkbox"/>	2. A property site/plot map showing the location of the proposed improvement must be submitted.
<input type="checkbox"/>	3. Submit a picture of each existing unapproved improvement.

## Please Print the Following Information:

Name:		
Address:		
Email:	Home Phone #:	Work Phone #:

## Briefly Describe the Improvement:

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## Materials to be Used: (Check all applicable items)

Brick _____	Color _____	Stain _____	Color _____	Shingles _____	Color _____
Stucco _____	Color _____	Wood _____	Color _____	Cement _____	Color _____
Siding _____	Color _____	Paint _____	Color _____	Other _____	

## Location of the Improvement: (Check all areas that apply)

Front Yard _____	Back Yard _____	Side Yard _____	Roof of home _____	Garage _____
Other (Please Describe):				

## Improvement Form Agreement

**I understand that the Architectural Control Committee (ACC) will act on this request and contact me in writing regarding their decision.** I agree not to begin work on this improvement without written approval from the Architectural Control Committee. I understand if any change is made without approval, I may be required to remove the improvement from my property. I also understand that all construction must comply with the Association governing documents and city/county codes. The Architectural Control Committee does not override the city/county codes and the approval from the ACC is not an approval by the city/county. I agree to obtain necessary municipal/county permits prior to commencement of any work. I understand that failure to start or complete the improvement within the time specified on the application shall result in withdrawal of approval unless an extension is requested and approved in writing. I agree not to alter existing drainage patterns on my lot without express approval of the board or committee. I understand that approval is not a guarantee of structural safety or engineering soundness. I understand that failure to comply with all items explained in this agreement will result in withdrawal of approval. I understand by signing below that I agree to all terms within this agreement.

Homeowner's printed name	Signature	Date
Construction start date	Estimated completion date	

Return this form and all attachments to:

Spectrum Association Management, LP  
1001 South Dairy Ashford, Suite 380  
Houston, TX 77077

Phone: (281) 343-9178 Fax: (281) 752-5482  
Email: [Contact@spectrumam.com](mailto:Contact@spectrumam.com)

# **Architectural Control Committee (ACC) Procedures**

## **Improvement Form Instruction**

Before any improvement is made to the exterior of your home or lot an improvement form must be submitted to the Architectural Control Committee (ACC) for review. The following information must be included on the improvement form:

1. The length, height, & width of the improvement.
2. The location of the improvement on your lot.
3. The color and type of all materials that will be used.

The following information must be mailed or faxed to our office along with the improvement form:

1. A plot map of your lot must be submitted showing the proposed location of your improvement. (The plot map is typically located in your closing papers)
2. A picture, drawings/plans, or brochure of the proposed improvement.

## **What Improvements Require Approval?**

All changes to the exterior of your home or lot, large or small, must be approved by the Association. The following is a general list of items that require a written approval: (If there is a question to whether or not something needs approval please call our office.)

1. Building/Structures (Patio Covers, Gazebos Decks, Concrete Slabs, Fountains/Water Features, Sheds, Green Houses, Garages, Play Structures, Swimming Pools, etc.)
2. Fence Stain
3. Solar Screens
4. Shutters
5. Rain Gutters
6. Sprinkler Systems
7. Landscaping (Planting Trees, Installing Flower Beds, Installing Rock, etc.)
8. Flagpoles
9. Exterior Light Fixtures

Note: The above list is not a complete list and there may be other items that require a written request to be submitted for approval. If there is a question to whether or not something needs to be approved please contact our office