

**ARCHITECTURAL CHANGE FORM**

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER'S RIGHTS AND PROPERTY VALUES, IT IS REQUIRED THAT ANY HOMEOWNER OR GROUP OF OWNERS CONSIDERING IMPROVEMENT(S) AND/OR CHANGE(S) TO THEIR HOME OR PROPERTY SUBMIT AN "APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS" TO THE ARCHITECTURAL CONTROL COMMITTEE. IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE ASSOCIATION HAS THE RIGHT TO REQUIRE THE HOMEOWNER TO REMOVE THE IMPROVEMENT(S) AND/OR CHANGE(S) FROM THE PROPERTY. APPROVED PROJECTS MUST BE COMPLETED WITHIN 90 DAYS OF APPROVAL OR BE RE-SUBMITTED PLEASE ALLOW AT LEAST 30 DAYS FOR ANSWER--YOU WILL BE NOTIFIED BY LETTER PLEASE READ CAREFULLY AND FOLLOW DIRECTIONS FOR A TIMELY ANSWER:

**HOMEOWNERS INFORMATION**

<b>NAME</b>	<b>SUBDIVISION:</b>
<b>ADDRESS</b>	<b>DATE:</b>
<b>HOME PHONE NO.</b>	<b>WORK PHONE NO.</b>

**REQUIREMENTS :MUST PROVIDE LOT SURVEY WITH PROJECT DRAWN ON SURVEY OR IT WILL BE RETURNED**

WITH THE EXCEPTION OF PAINTING, SIDING, SCREENS, ROOF AND DOOR **EVERYTHING BELOW REQUIRES A LOT SURVEY.**  
 A PHOTO OF YOUR HOME FOR COLOR COMPARISONS IS NEEDED: COLOR SAMPLES, MATERIALS, DIMENSIONS, DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND MOST NEED PICTURES. (SEE BELOW)  
 WITHOUT NECESSARY ITEMS—YOUR APPLICATION IS DENIED AND RETURNED TO YOU FOR COMPLETION AND RE-SUBMITTAL

**CHECK BOX OR CIRCLE BELOW OF PROPOSED IMPROVEMENTS (OTHER REQUIREMENTS LISTED IN BOX)**

<b>PLAY EQUIP, TRAMPOLINE BASKETBALL GOAL, FORT- PICT, DIM, HT, LOT SURV</b>	<b>SAT .DISH, SOLAR ATTIC PANELS, GENERATOR-DIMENSIONS, MARK LOCATION ON PHOTO OF HOME &amp; LOT SURVEY</b>	<b>REPLACE / NEW WINDOWS- WHICH WINDOWS, PICT/ BROCHURE TO SHOW LOOK</b>	<b>STORM DOOR /REPLACE / REFINISH /FRONT OR GARAGE DOOR—PICTURE / COLOR SAMPLE</b>
<b>LOW VOLTAGE LANDSCAPE LITES -- PICT &amp; LOCATION</b>	<b>PATIO COVER/ARBOR/GAZEBO ROOM ADDITION-SEE BELOW****</b>	<b>POOL/SPA-DRAWINGS , ACCESS , EQUIP LOC -SUPPLIED BY POOL CO.</b>	<b>DECK/ PATIO SLAB DRAWING/DIMENSIONS/LS</b>
<b>SOLAR SCREENS/WINDOW FILM OR TINT- SAMPLE &amp; WHAT WINDOWS</b>	<b>STAMPED CONCRETE-LOCATION, PICTURE OR SAMPLE OF CONCRETE, LOT SURVEY</b>	<b>YARD ART: STATUE, POTS, BENCH, FOUNTAIN, BIRD BATH, ETC.- PICT. &amp; DIM</b>	<b>LANDSCAPE BORDER, SIDEWALK, DRIVE EXT. -PICT, DIM, MATERIALS SHOW ON LOT SURVEY</b>
<b>STORAGE SHED-, PICT, DIMENSIONS, LOT SURVEY, TYPE OF ROOF, SHED COLOR</b>	<b>WROUGHT IRON FENCE, /GATE PICT/DIMENSION /LOT SURVEY</b>	<b>GUTTERS/SIDING/SHUTTERS HARDI PLANK-- COLOR SAMPLE</b>	<b>SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS ON LOT SURVEY</b>
<b>EXTERIOR PAINTING/STAIN-EVEN IF SAME COLOR-NEED COLOR SAMPLE</b>	<b>NEW FENCE OR RELOCATE -- TYPE OF WOOD, HEIGHT / LOT SURV- IF STAIN-, SAMPLE</b>	<b>ROOF- SHINGLE NAME, MANUFACTOR, AND NUMBER WARRANTY YRS _____</b>	<b>LANDSCAP, ROCKS, TREE REMOVAL, TREE PLANTING- LOCATION L/S &amp; PICT</b>

**IF OTHER PLEASE DESCRIBE:**

<b>WHO WILL DO THE WORK:</b>	<b>PHONE NUMBER:</b> (    )	<b>PORTION OF HOUSE TO BE PAINTED:</b>	<b>COLOR OF BRICK:</b>
<b>TRIM COLOR: (SOFFIT, FASCIA, WINDOW TRIM) PAINT SAMP</b>		<b>ACCENT COLOR (SHUTTERS, DOORS- )PAINT SAMPLE</b>	

A LOT SURVEY // PLAT SHOWING BUILDING LINES AND EASEMENTS CAME WITH YOUR CLOSING PAPERS

\*\*ROOM ADDITION, ENCLOSED PATIO, STORAGE BUILDING, PATIO OR PATIO COVER, GAZEBO OR ARBOR APPLICATIONS MUST HAVE: PHOTOS, BROCHURE, 2 DRAWINGS,(SIDE & FRONT VIEWS) DIMENSIONS, MATERIALS USED, PAINT, ROOF, AND SCREEN SAMPLES, AND A LOT SURVEY SHOWING LOCATION OF IMPROVEMENT OR YOUR APPLICATION WILL BE RETURNED. DIMENSIONS NEEDED FOR ANY STRUCTURE MEASURE FROM GROUND TO HIGHEST PEAK:  
 HEIGHT AT HIGHEST PEAK: \_\_\_\_\_ WIDTH: \_\_\_\_\_ LENGTH \_\_\_\_\_ SQ. FOOTAGE: \_\_\_\_\_

<b>CIRCLE MATERIALS USED</b>	<b>LUMBER: BRICK: CEMENT: PIPE: SCREEN: FENCE: ELECTRICAL: SHINGLES: OTHER:</b>
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**HOME OWNERS SINGATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**MAIL APPLICATION TO: CREST MANAGEMENT CO. P.O. Box 219320 HOUSTON, TX 77218 PHONE: 281-579-0761**

• **COMMITTEE USE BELOW:**

APPROVAL: \_\_\_\_\_ DENIAL: \_\_\_\_\_ COMMITTEE SIGNATURE \_\_\_\_\_

• **Comments:**

**“INSTRUCTION LIST” ITEMS BELOW NECESSARY FOR APPROVAL**

**KEEP IN YOUR FILES FOR FUTURE PROJECTS—DO NOT RETURN  
FIND YOUR PROJECT BELOW : READ AND FOLLOW INSTRUCTIONS**

Failure to submit all required information will result in the application being denied and returned back to you asking for completion and resubmission.

- **EVERYTHING** requires a lot survey with the project's location **DRAWN** on survey.
- SEND A PHOTO OF YOUR HOME SHOWING THE COLOR OF BRICK, TRIM AND LOCATION OF PROJECT
- DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK
- We need to know what your project will look like after completion.

**IF YOU ARE APPLYING FOR: (find project and submit necessary items)**

1. PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.: you must submit 2 drawings -a side view and a front view- showing how the structure will look -: Indicate dimensions, including height from ground to highest peak, color, materials and roofing. Provide photos or brochure ,roof & paint samples, and show placement on the lot survey.
2. PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC: you must submit a photo, brochure or drawing. Indicate, height, color, materials, dimensions, etc. and show the placement on the lot survey.
3. POOL / SPA: you must indicate on the lot survey the location of the pool / spa, pool equipment, and any decking. Also show any slides or other structures that would be over three (3) feet high. Please indicate how they will access the backyard.( Pool Company will supply this for you).
4. STAIN, EXTERIOR PAINTING, GUTTERS, SIDING, OR HARDIPLANK: please submit sample of COLOR of stain, paint or siding material, even if using the same existing color.
5. NEW ROOFING: please submit roofing shingle sample, number of warranty years of shingles & manufacturer, name of roofing company and their phone number.
6. NEW FRONT DOOR, STAINING DOOR, STORM DOOR, GARAGE DOOR: Please provide photo or brochure and color sample. If STAINING door, please provide stain color sample.
7. SOLAR SCREENS, WINDOW FILM / TINT OR REPLACING WINDOWS: please provide screen or film samples and what windows you are adding this to. If replacing windows, state what windows you are replacing and send photos or brochure to show look.
8. WROUGHT IRON GATE OR FENCE, BURGLAR BARS: please submit drawing, photo, or brochure, color, dimensions, and indicate placement on a lot survey.
9. DECKING OR PATIO: please indicate location on lot survey, materials to be used, and dimensions including height of decking.
10. CONCRETE WORK (SIDEWALKS, DRIVEWAY, PATIO SLAB ETC.) please show location on lot survey and dimensions. Include a picture.
11. SATELLITE DISH, OR ANTENNAE: please give size of dish, & height of antennae. Show location on the home by taking a picture and marking the area . If not located on home, indicate placement on a lot survey. Please provide photo of antennae.
12. YARD ART / DECORATIONS (BIRD BATHS, POTS, BENCHES, STATUES, SWING, SIGNS, WATER FOUNTAIN, ETC): submit photo or brochure, dimensions, and show location on lot survey.
13. LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING: please submit details, type of tree removed or planting, placement on lot survey. Picture of border.
14. WOOD FENCE OR MOVING FENCE: height & type of fence, materials, and show location / change on lot survey. IF STAINING, please provide stain color sample.
15. LANDSCAPING LIGHTS, or SPRINKLER SYSTEM please show placement of all lights and all sprinkler heads on lot survey. Please provide a photo or brochure of the appearance of the landscaping lights and wattage of lights.
16. SHUTTERS: need photo or brochure showing the look and paint color sample What windows.
17. STORAGE SHED: need photo or brochure, dimensions including height from ground to highest peak, color, materials, and draw location on lot survey.
18. BALCONY: Need photos of current look of home, drawing of location of proposed balcony, how this will fit/blend on home, materials used, type of railing and color of rail, how it will be supported, what flooring is on the ground and 2nd floor. Show how it will look when completed.
19. SOLAR ATTIC PANELS, STANDBY GENERATOR: brochure, dimensions, show location by taking photo of home and mark location on photo. For Generator show location on lot survey.

**PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY!**

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PHONE: 281-579-0761 EXT:632

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