

# Rosehurst

## ARCHITECTURAL CONTROL COMMITTEE MODIFICATION REQUEST

In an effort to maintain our property values, Rosehurst deed restrictions require any exterior changes to your property be approved by an Architectural Control Committee PRIOR to commencing work. The committee's evaluation addresses architectural harmony, color, location, minimum construction standards and use restrictions. Please consult your deed restrictions for additional information. If you proceed with your plans without approval, the Committee will have the right to ask the homeowner to remove the improvement from the property and/or change it to meet the guidelines at the homeowner's expense.

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

**\*\*COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED, IT CANNOT BE PROCESSED AND WILL BE DENIED. \*\***

### **SUBMISSIONS FOR ADDITIONS OR ALTERATIONS OF IMPROVEMENT MUST INCLUDE:**

Sketches; site plan (survey) showing house, plot lines dimensions and easements; elevations (including side views) showing dimensions and photos sufficient to describe the project in detail.

**ANY EXTERIOR PAINTING REQUEST**, a colored photo of the brick and samples of the proposed paint to be used must be included with this application.

### **BRIEFLY DESCRIBE THE ALTERATION OR IMPROVEMENT WHICH YOU PROPOSE:**

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

### **LOCATION OF IMPROVEMENT:**

- Front of house                       Roof of house  
 Back of house                       Garage  
 Side of house                       Patio  
 Other: (Describe) \_\_\_\_\_

### **MATERIALS NECESSARY FOR PROPOSED IMPROVEMENT:**

Paint color(s) \_\_\_\_\_

Stain color(s) \_\_\_\_\_

Lumber Type(s) \_\_\_\_\_

Brick, stone stucco type(s) \_\_\_\_\_

Screen Type(s) \_\_\_\_\_

Pipe (s) \_\_\_\_\_

Electrical \_\_\_\_\_

Fence Type \_\_\_\_\_

Height \_\_\_\_\_

Other \_\_\_\_\_

### **INSTRUCTIONS:**

Submit your survey map showing plans for any proposed improvement. Samples of paint colors and materials must be included with the survey map. To avoid delay, please be very thorough in the explanation of your plans. Your application will be returned if it is not complete. Feel free to enclose photographs, sales literature, catalog pages, etc. Please contact us if you have any questions. The committee has 30 days to respond from the date a complete application received.

### **INFORMATION REQUIRED**

1. Exterior Painting – Provide a sample of the paint brand and color description or reference #. If you are applying for a base paint color with a different color trim, please include two samples of each color.
2. Roofing Materials – provide a small sample of the tile to the application with an indication of the tile type, weight and color.

3. Fence addition or repair – Fence materials, dimensions and color must be submitted. Any new fence addition must include a survey map or drawing of your property showing the new fence location.
4. Addition or other structure (patio, satellite dish, playground equipment, shed, driveway, etc.)- Draw location of improvement on survey map and give dimensions including height, length, width and distance from each fence. Include list of construction materials to be used.
5. New construction (room additions, patio covers, outbuildings, etc)- Provide a survey map with location of addition drawn, plus elevation and side view. Show windows, doors, slope of roof, etc. Indicate all construction materials for exterior walls and roof and submit samples of each
6. Pool requirements- Provide a survey map showing location, size of pool and contractor's proposal.
7. Landscaping-Provide a survey map indicating bed locations and types of foliage for the front yard.
8. Exterior house wall modification – Provide a description of any changes planned including material type, color and style

I request a response as quickly as possible and agree not to begin the improvement until a response is received. I understand the Committee members do not endorse any products or services. I also understand that Action Property Management will respond within 48 business hours to confirm receipt of this form. If I do not receive confirmation, I understand that this ARCHITECTURAL CONTROL COMMITTEE MODIFICATION REQUEST has not been received.

SIGNATURE OF HOMEOWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

**RETURN TO:**

Action Property Management, Inc.  
 11118 Cypress N. Houston Rd.  
 Houston, TX. 77065

Email: [dr@actionproperty.net](mailto:dr@actionproperty.net) | Fax: 713-686-4694

If you have any questions, contact the office of APM at (713) 686-4692

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*\*\*\*\*\*Action Property Management Use Only\*\*\*\*\**

APPROVED with the following restrictions, if any:

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

DISAPPROVED for the following reasons:

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

Notice Sent to Homeowner Via:    Email    Mail

Notice Sent on -Date: \_\_\_\_\_ Signature: \_\_\_\_\_