

# Home Improvement Request Form

Association Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Mailing Address: (If different from the property address) \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell # \_\_\_\_\_

(Calling instructions – please list preferred phone number and best time to call)

Describe the improvement/project and location: (be specific, give detailed information)-

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

Select Materials to be used (\* - requires samples/picture/brochure \*\* - requires property plat)

\_\_\_ SIDING\* / LUMBER\* material/color \_\_\_\_\_

\_\_\_ PAINT\* / STAINS\* brand \_\_\_\_\_ color(s) base \_\_\_\_\_ trims/accents \_\_\_\_\_

\_\_\_ ROOF\* brand/series/color/warranty yrs \_\_\_\_\_

\_\_\_ BRICK\* brand/color/name \_\_\_\_\_

\_\_\_ FENCE\*\* material/height/width/location \_\_\_\_\_

\_\_\_ LANDSCAPING\*\* materials/location/description (requires plan design) \_\_\_\_\_

\_\_\_ OTHER \*/\*\* give detailed information to describe project/modification \_\_\_\_\_

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

Request start date: \_\_\_\_\_ Expected Completion date: \_\_\_\_\_

## READ THE FOLLOWING INFORMATION CAREFULLY

All exterior modifications to your property **MUST** be approved in advance. Please describe improvement and provide as much detailed information as possible. Your request may be returned if the application is not properly completed and/or more information is required. **A home owner signature is required.**

**Homeowners are required to obtain all necessary/required permits. Any modification to an approved request will automatically change the decision to disapproved status. A final inspection of the project may be required as requested by the ACC or Board to verify the project was completed as approved.**

I am the owner of the property and have submitted a complete application with samples, brochures and/or survey, and City or County permits as required. I also understand that my request may be returned if I do not have all the information attached. I agree not to start the improvement until I have been notified of the decision. I also understand that this request will be deemed **DISAPPROVED** if I do not complete the approved project exactly as submitted or alter the project at a later date.

Signature: \_\_\_\_\_

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

----- **For Official Use Only** -----

Approved     Approved with Conditions     Disapproved     Final Inspection Required \_\_\_\_\_

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

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

### Haywood Management

P.O. Box 751148, Houston, TX. 77275-1148

Phone: 281.464.8080 ~ Fax: 281.464.8082 ~ e-mail: [admin@haywoodmgt.com](mailto:admin@haywoodmgt.com)