

QUAIL FOREST COMMUNITY ASSOCIATION, INC.
 c/o CREATIVE MANAGEMENT COMPANY
 8323 Southwest Freeway Suite 330
 Houston, Teas 77074
 713-772-4420 Fax 713-772-8655

APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS
PLEASE ALLOW 25 DAYS FOR AN ANSWER SO PLAN ACCORDINGLY--YOU WILL BE NOTIFIED BY
LETTER SENT VIA EMAIL SO PLEASE MAKE SURE TO INCLUDE YOUR EMAIL ADDRESS

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 120 days of approval or be re-submitted.

HOMEOWNERS INFORMATION

NAME	EMAIL ADDRESS:
ADDRESS:	DATE:
HOME PHONE #	WORK PHONE #

REQUIREMENTS LISTED BELOW FOR: IMPROVEMENT OR MODIFICATION

******* WITH THE EXCEPTION OF PAINTING, SCREENS, ROOF AND DOORS, EVERYTHING ELSE REQUIRES A LOT SURVEY. COLOR SAMPLES, MATERIALS, DIMENSIONS, DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND MOST NEED PICTURES OR BROCHURES OR SPEC CUT SHEETS. (SEE BELOW) WITHOUT NECESSARY ITEMS-YOUR APPLICATION IS DENIED AND RETURNED FOR COMPLETION AND RESUBMITTAL**

BASKETBALL GOAL (PERMANENT)—PICT/DIM	PATIO-OR STORAGE BLD SEE REQUIREMENTS BELOW	WROUGHT IRON FENCE & GATE- PICT & DIMENSIONS	POOL/SPA-DRAWINGS - SUPPLIED BY POOL CO.
PLAY EQUIP OR SWING SET PICTURES/ DIMENSIONS	PATIOCOVER/ARBOR/GAZEBO ROOM ADDITION-SEEBELOW	STORM DOOR -PICTURE (FRONT) (BACK)	DECK- DRAWING/DIMENSIONS
SOLAR SCREENS- SCREEN SAMPLE & WHAT WINDOWS	LANDSCAPE, TREE REMOVAL OR TREE PLANTING,	YARD ART OR LANDSCAPE. BORDER -DIMENSIONS/PICT	SHUTTERS- PICTURE PAINT SAMPLE
SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS	ROOF- SHINGLE SAMPLE & # OF WARRANTY YEARS	GUTTERS/SIDING-COLOR SAMPLE	LOW VOLTAGE LANDSCAP. LIGHTS-PICT
EXTERIOR PAINTING-SAMPLE	SATELLITE DISH-LOCATION	FENCE/STAIN SAMPLE & HEIGHT	OTHER

If OTHER PLEASE DESCRIBE

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?	PHONE NUMBER ()
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*****ANY PAINTING OR STAIN MUST HAVE COLOR SAMPLES PROVIDED OR YOUR APPLICATION WILL BE RETURNED**

PAINTING OR STAIN: PLEASE STATE NEW PAINT COLOR & PROVIDE SAMPLE:	PORTION OF HOUSE TO BE PAINTED:
TRIM COLOR: (INCLUDE SOFFIT, FASCIA, AND WINDOW TRIM)- PROVIDE PAINT SAMPLE	ACCENT COLOR (INCLUDES SHUTTERS, WINDOWS HOODS & EXTERIOR DOORS)-PAINT SAMPLE

SATELLITE DISH: STATE SIZE OF DISH	STATE LOCATION/PLACEMENT OF DISH—SHOW ON LOT SURVEY:
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******STORAGE BUILDING, PATIO OR PATIO COVER ,GAZEBO OR ARBOR APPLICATION MUST HAVE A PHOTO, BROCHURE, OR DRAWING; DIMENSIONS, MATERIALS, COLOR, AND A LOT SURVEY SHOWING LOCATION**

HEIGHT OF BUILDING OR PATIO COVER AT HIGHEST PEAK:	OR YOUR APPLICATION WIDTH:	WILL BE RETURNED LENGTH:	SQUARE FOOTAGE OF BUILDING / PATIO
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SHOW ON SURVEY WHERE IN YOUR YARD YOUR MODIFICATION , PROJECT, BUILDING, CHANGE OR ADDITION IS LOCATED: (PROVIDE LOT SURVEY WITH LOCATION DRAWN ON IT) THIS IS ESSENTIAL.

~ (A LOT SURVEY IS A DRAWING OF YOUR PROPERTY SHOWING EASEMENTS AND BUILDING LINES. THIS CAME WITH YOUR CLOSING PAPERS)

WE NEED TO KNOW HOW YOUR IMPROVEMENT WILL LOOK WHEN FINISHED
Materials Necessary for Proposed Improvement or Modification

Circle what you will use in your project:			
<input type="checkbox"/> Lumber	<input type="checkbox"/> Brick	<input type="checkbox"/> Cement	<input type="checkbox"/> Pipe
<input type="checkbox"/> Screen	<input type="checkbox"/> Fence	<input type="checkbox"/> Electrical	<input type="checkbox"/> Other
If OTHER please describe			
Lumber Type	Brick Type	Screen Type: Location of windows to screen (NEED NAME AND SAMPLE OF SCREEN)	
Fencing Material (PROVIDE LOT SURVEY)		Height of Proposed Fence	

PLEASE READ BELOW AND FOLLOW INSTRUCTIONS SO YOUR APPLICATION CAN BE PROCESSED TIMELY. IF THE NECESSARY ITEMS ARE NOT PROVIDED, YOUR APPLICATION WILL BE DENIED AND RETURNED FOR COMPLETION AND RESUBMITTAL.

All applications must include a lot plan/survey, which shows the house, lot lines and easements. In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail. A copy of any applicable city/county permits must be included. Please include a sample of all improvements! (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) If you should have any questions, please contact:

CREATIVE MANAGEMENT at 713-772-4420

In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements; falsification or omission of information shall be grounds for denial of this application. I further understand that the Architectural Control Committee has 25 days_ upon receipt to review my complete application and I agree not to begin property improvements or modifications until the Committee notifies me in writing of their decision. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

HOMEOWNERS SIGNATURE: _____

DATE: _____

Please see the next page for how and where to submit your completed application.

ARCHITECTURAL CONTROL COMMITTEE USE ONLY

DATE APPLICATION FORWARDED TO THE COMMITTEE: _____

RECOMMENDATION OF THE COMMITTEE:

APPROVED

DENIED

COMMENTS:

ACC SIGNATURE 1:

DATE:

ACC SIGNATURE 2:

DATE:

ACC SIGNATURE 3:

DATE:

ITEMS NECESSARY FOR HOME
IMPROVEMENTS / MODIFICATIONS APPLICATION APPROVAL

Failure to submit all required information will result in the application being denied and returned back to you asking for completion and resubmission. With the exception of roof, door, painting, screens, shutters and siding, EVERYTHING ELSE requires a lot survey with the project's location drawn on the survey. MOST projects need pictures, materials used to make project, and samples of materials. DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK. We need to be able to 'picture in our mind' what your project will look like after completion and want you to be successful the first time you submit your application.

IF YOU ARE APPLYING FOR: (find your 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 and show the placement on the lot survey. Provide roof & paint samples.
2. PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC: you must submit a photo, brochure or drawing. Indicate size, 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 and number of warranty years of shingles. A true to color brochure picture is acceptable.
6. NEW FRONT DOOR, STAINED DOOR, OR STORM 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, brochure, color, dimensions, and indicate placement on a lot survey.
9. FOR 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 or height of antennae and show placement on the home. 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, give dimensions, and show placement on lot survey.
13. LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING: please submit all details showing placement on lot survey. Provide picture of border.
14. WOOD FENCE OR MOVING FENCE: please advise of height 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. State what windows will have the shutters.
17. STORAGE SHED: need photo or brochure, dimensions including height from ground to highest peak, color, materials, and draw location on lot survey.

PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY! BE SURE TO SHOW MEASUREMENTS ON THE LOT SURVEY OF DISTANCE OF PROPOSED IMPROVEMENT FROM SIDE AND REAR FENCES.

DO NOT FAX PICTURES-THEY DO NOT COME OUT

Mail to: Creative Management Co. 8323 Southwest Freeway Suite 330 Houston, TX 77074

If you email the application: general@cmctx.com please put Quail Forest ACC application in the Subject line.

Best of luck in your application process and thank you for abiding by the ACC process.