



HOME IMPROVEMENT REQUEST FORM

ASHFORD PARK HOA

Name: _____ Property Address: _____

Main Phone: _____ Alternate Phone: _____

Email: _____ Mailing Address: _____

To preserve the appearance and value of your neighborhood, it is required that all improvements to the exterior of any home or lot be approved by the Architectural Review Committee (ARC). If any improvement or change is made without the prior consent of the ARC, the committee may require you to return the property to its original condition at your expense. The approval process takes approximately thirty days, and you will be notified of the results by mail. Please be advised that the ARC is not responsible for ensuring compliance with local or state codes or requirements. All required permits and easement encroachment violations are the responsibility of the homeowner.

There is a \$25.00 application fee that is required at time of submittal. Please make check payable to Graham Management and mail to the address below. Your request will not be processed until the payment is received. You may also pay online at grahammanagementhouston.com

Please mark the blank beside the proposed improvement or change. Please attach a sample of the color or shingle not less than 1" x 1" in diameter. For all other improvements, include a diagram of the property with measurements and placement of the improvement. If the information is not enclosed, the application will be returned denied and will have to be resubmitted with the required information.

PAINT SIDING ROOF REPLACEMENT SHED INSTALLATION MODIFY FENCE ADD-ON
 CONSTRUCTION POOL INSTALLATION REPLACE GARAGE DOORS LANDSCAPE YARD ART OTHER

Existing Paint Colors

Main: _____

Trim: _____

Accent: _____

Brick: _____

Proposed Paint Colors

Main: _____

Trim: _____

Accent: _____

Brick: _____

Projected Start Date: _____

Completion Date: _____

Homeowner's Signature

Date

DO NOT WRITE BELOW THIS LINE

NAME: _____ DATE: _____ APPROVED/DISAPPROVED

NOTES: _____

GENERAL INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS OR MODIFICATIONS

These general instructions are provided to you to help you ensure your application is complete as possible so that your plans can be properly and timely reviewed. FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED.

The Architectural Review Committee (ARC) is made up of volunteers from your community and is allowed between 30 to 60 days (depending on what is written in the DCC&R) to respond to an application, however, it should not take this long if the application is submitted complete.

The following is a list of information needed for various project. If your project is not listed or if you have additional questions, please contact Graham Management at 713-334-8000 and ask for the ARC Department or email ARC@GRAHAMMANAGEMENTHOUSTON.COM.

1. PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION; you must submit an engineered or structural drawing showing how the structure will attach to the home or placed on the lot. Indicate size, height, color, materials, roofing and copy of survey indicating the location of the structure.
2. PLAY STRUCTURE, SWING SET, BASKETBALL GOAL, ETC.; you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey, with measurements from rear and side building lines or easements.
3. POOL/SPA you must submit a detailed drawing of pool and indicate on lot survey the location, drainage to the street, self-latching gate location and decking material and thickness. The survey must also show access to rear of property (please note you cannot access the property through any common area.) No addition is to affect Lot drainage or your neighbor's.
4. PAINTING OR SIDING submit sample of color, paint brand name and paint color name. Submit a photo of your home (to indicate brick colors) if the paint will be custom please submit a photo of the existing.
5. ROOFS please submit manufactures/brand, type of shingles, color name and you must use 30lb felt paper or better (if you do not have the information please submit contractor's bid with full scope of work)
6. DOORS OR STORM DOORS please provide photo or brochure. Indicate material, stain & or paint samples. Most communities require the glass to be full view and the door color to match the existing trim.
7. SOLAR SCREENS OR WINDOW TINTING please provide brochure/specifications for the product. No reflective material will be approved.
8. WROUGHT IRON GATES/DRIVEWAY GATES please submit drawing or photo of design, measurements, color, and indicate on lot survey placement.
9. DECKING/PATIO please indicate location on lot survey, materials to be used and height of decking.
10. CONCRETE WORK/PAVERS (sidewalks, driveway extension, etc.) please indicate location on lot survey along with dimensions and materials.
11. ANTENNAS please give size, height, and color of antennae and show location on lot survey.
12. LANDSCAPING OR TREE REMOVAL/REPLACEMENT please provide the reason for removal and include an arborist bid if one has been obtained. Submit all details (tree dimension and type) showing placement on lot survey.
13. FENCING please provide height, materials, location, and a copy of the survey if the fence line will be moved.
14. YARD DECORATIONS (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure; indicate location on lot survey, size, and dimensions.

Please remember that all modifications must be consistent and cohesive with the existing structures of your home and community in general.

PLEASE ADDRESS APPLICATIONS TO: ARCHITECTURAL REVIEW COMMITTEE -
ARC@GRAHAMMANAGEMENTHOUSTON.COM