

PINE MILL RANCH
ARCHITECTURAL CONTROL COMMITTEE MODIFICATION REQUEST
2018

Owner's Name(s): _____
Property Address: _____ Lot: _____ Block: _____ Section _____
Home Phone: _____ Cell: _____
Email Address: _____

SUBMISSIONS FOR ADDITIONS OR ALTERATIONS OF IMPROVEMENT MUST INCLUDE THE FOLLOWING:

1. Site plan (survey) showing house, lot lines, dimensions and easements, elevations, (including side views) to show location of improvement
2. Photos or architectural drawings of improvement (hand drawn sketches/designs are not acceptable)
3. Describe the improvement in detail, to include location, height, length, width, Color, If pool is installed, please include the depth from the lowest to the deepest. Also include if any slides or other features are included in the pool area.

ANY EXTERIOR PAINTING REQUESTS

1. Include color photos of house brick or stone.
2. Color photo of the sample. Even if (EVEN IF REPLACING WITH SAME)
3. Include paint manufacturer and paint color by name.

ROOF REPLACEMENT AND REPAIRS

1. A sample of the shingle to be used along with the manufacture's name, as well as a copy of the warranty for the shingles. (EVEN IF REPLACING WITH SAME)

WINDOW REPLACEMENT AND REPAIRS

1. The window company's pamphlet, showing style of windows and color of the window frames
2. Note which windows are to be repaired or replaced: *Example: Kitchen left front of house.*
3. If changing the style of window, that will need construction on the home a detailed set of drawings will need to be included.

SOLAR PANELS

1. Drawing and location details set as to the roof. Color of panels and color of frames.

DEPOSITS

1. The Board can require a deposit for large construction projects. Please contact this office for further information.

INSURANCE

1. A copy of your contractors insurance is required to be attached to the application.

If you wish to access your yard through common open space, landscape reserves or public right-of-ways maintained by Pine Mill Ranch HOA Inc. (other than the right-of-way in front of your house) a \$700.00 check or money order made payable to the Pine Mill Ranch HOA. This fee may not be applicable to your application. Please verify with Lisa Presley at pinmillr@ciramail.com prior to submitting your check.

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Prior to approval, the Pine Mill Ranch HOA, may insist upon a larger deposit at its discretion. The deposit is to cover any possible damage to the common open space, landscape reserves or public right-of- way maintained by the Pine Mill Ranch HOA. You will be responsible for any damages in excess of deposit. This money will be deposited upon receipt of this application and will be refunded, less deduction for any damages within thirty (30 days from the date you notify RealManage the job is completed). There will be no interest paid on the money deposited. Failure to attach the check or money order will result in an automatic denial of the application.

All improvements must be completed in no less than thirty (30) days from start date. Please let Lisa Presley know if you think your improvement project is likely to go over the thirty (30) day limit.

Name of homeowner (Please print clearly)

Date

Signature of homeowner

Signature of homeowner

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DESCRIBE THE ALTERATION OR IMPROVEMENT WHICH YOU PROPOSE

LOCATION OF IMPROVEMENT

Front of the house Side of the house Garage Other
 Back of the house Roof of house Patio

Other Describe:

MATERIALS NECESSARY FOR PROPOSED IMPROVEMENT:

Paint or Stain Color(s) (include color sample) _____
Brick Type _____
Stone Type _____
Shingle Type (include color) _____
Screen Type (include color) _____
Siding Type (include Color) _____

PLEASE INCLUDE AS MUCH INFORMATION ON PRODUTS AND MATERIALS AS POSSIBLE

Homeowners Signature _____

Start Date: _____ Completion Date _____
(Within 30 days of approval)

Return to by Mail
Pine Mill Ranch
C/O Realmanage
16000 Barkers Point #250
Houston, Texas 77079

Return by email (all samples in color)
pinmillr@ciaramail.com

For Office and Board Use Only.

Date Received: _____ **Deposit Required:** _____ **Date Reviewed by RM:** _____
Date submitted to ACC: _____
ACC Approved: _____ **ACC Denied:** _____ **Reason:** _____
ACC More information needed: _____