

REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE ("ACC") REVIEW OF A PROPOSED HOME IMPROVEMENT

1 PROPERTY OWNERSHIP AND DESCRIPTION

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

*\* Communication regarding pending applications will be sent via email. Please ensure that a current email address is listed above. If you do not use email, please enter "Not Applicable" in the email field above.*

SUBDIVISION: \_\_\_\_\_ SECTION: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_

2 IMPROVEMENT PROPOSED (CHECK AS PROPOSED) – ALL DEPOSITS ARE REQUIRED AT TIME OF SUBMISSION

\_\_\_ SWIMMING POOL/SPAS/HOT TUBS (\$1000 deposit) \_\_\_ PATIO COVER (\$250.00) \_\_\_ ROOM ADDITION (\$250.00)

\_\_\_ GAZEBO/PERGOLA/ARBOR (\$250.00) \_\_\_ DETACHED GARAGE ADDITION OR MODIFICATION (\$250.00)

\_\_\_ STORAGE/OUTBUILDING (\$250.00) \_\_\_ BIRD HOUSE \_\_\_ LANDSCAPING \_\_\_ WINDOW SCREENING

\_\_\_ CONCRETE OR BRICK PATIO ADDITION OR EXTENSION \_\_\_ WOODEN DECK ADDITION OR EXTENSION

\_\_\_ WOODEN FENCE ADDITION OR EXTENSION \_\_\_ DECORATIVE STEEL OR ALUMINUM DRIVEWAY GATE

\_\_\_ EXTERIOR LIGHTING \_\_\_ EXTERIOR PAINTING \_\_\_ SWING SET/PLAY STRUCTURE \_\_\_ STORM DOOR

\_\_\_ DECORATIVE APPURTENANCE \_\_\_ BASKETBALL GOAL \_\_\_ SATELLITE DISH OR ANTENNAE \_\_\_ ROOFING

\_\_\_ MOUNTED FLAG POLE \_\_\_ AIR VENT OR WIND TURBINE \_\_\_ CONCRETE OR BRICK DRIVEWAY ADDITION

\_\_\_ VINYL TRIM/SIDING \_\_\_ SIGN \_\_\_ PROJECTS NOT LISTED: \_\_\_\_\_

3 CONTRACTOR (WRITE OWNER BELOW IF OWNER PROPOSES TO ACT AS HIS/HER OWN CONTRACTOR)

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IF BY OWNER, STATE QUALIFICATIONS FOR DOING IMPROVEMENT YOURSELF: \_\_\_\_\_

4 REQUIRED SUBMITTALS (CHECK AS APPROPRIATE)

\_\_\_ COPY OF LOT SURVEY SHOWING LOCATION OF IMPROVEMENT(S) (REQUIRED WITH ALL PROPOSED IMPROVEMENTS THAT MODIFY HOME, GARAGE, DRIVEWAY, PATIO OR YARD)

\_\_\_ PLANS AND SPECIFICATIONS (ALSO REQUIRED AS ABOVE)

\_\_\_ PROPOSED EXTERIOR PAINT COLOR: \_\_\_\_\_ (STATE COLOR HERE AND ATTACH SAMPLE)

\_\_\_ EXISTING PAINT COLOR: \_\_\_\_\_ (REQUIRED FOR EXTERIOR PAINTING)

\_\_\_ EXISTING BRICK COLOR: \_\_\_\_\_ (REQUIRED FOR EXTERIOR PAINTING\*)

*\*Painting of brick is not allowed*

5 WRITTEN DESCRIPTION OF PROPOSED IMPROVEMENT(S)

PROVIDE A DETAILED DESCRIPTION OF THE IMPROVEMENT(S) PROPOSED. DISCUSS, AS APPROPRIATE, SIZE, LOCATION, DIMENSIONS, HEIGHT, COLOR, MATERIALS TO BE USED. SPECIFY A DESIRED START DATE AND AN ANTICIPATED COMPLETION DATE FOR THE IMPROVEMENT(S).

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

**6 REQUIRED ADMINISTRATIVE FEES AND DEPOSITS – REQUIRED FEES AND DEPOSITS MUST SUBMITTED TOGETHER – APPLICATIONS RECEIVED VIA EMAILED WILL NOT BE ACCEPTED OR REVIEWED.**

(1.) Applications for the following improvements must be accompanied by a security deposit (“Deposit”) as indicated. Failure to submit the Deposit will result in the application being denied. The deposit must be made payable to CA of Harmony

- a. Outbuildings, patio covers, arbors, gazebos and room additions to existing residential dwellings... \$250.00
- b. Swimming pools, hot tubs, spas, etc...\$1000.00

<b>Review Fees</b>			
	<u>Within 30 days</u>	<u>1-7 Business</u>	<u>Refundable Deposits</u>
	<u>(Non-Refundable)</u>	<u>Days (Non-Refundable)</u>	<u>(Pool, Shed, Pergola, Etc.)</u>
○ Non-Refundable Review Fees are made payable to: FirstService Residential			
○ Refundable Deposit made payable to: Harmony			
Painting, roofing, fences, concrete/decking, solar panels, etc.	\$ 25.00	\$ 35.00	
Landscaping, Play Equipment, Storage Building, Etc	\$ 25.00	\$ 50.00	
Patio Covers, Extensions, Home Additions and Pools	\$ 75.00	\$ 150.00	\$ 1,000.00/\$250.00

- (3.) To initiate an inspection, owners must contact the Community Manager upon completion of the project. After final inspection, the deposit will be returned to the Owner, minus any deductions for damage(s) in accordance with Section 3.5.4. The inspection will include but is not limited to the homeowner’s property, any adjacent property and/or common area.
- (4.) Any damage to the Common Area, reserve or any neighboring property will cause forfeiture of the deposit(s).

**7 NOTICES/UTILITIES:**

WITH THE EXECPTION OF FENCES, IMPROVEMENTS THAT PROPOSE EXCAVATION OR DIGGING WITHIN THE LIMITS OF UTILITY EASEMENTS ARE DISCOURAGED AND IN MOST WILL NOT BE APPROVED BY THE ACC. BEFORE DIGGING OR EXCAVATING ANYWHERE IN YOUR YARD, CALL THE GAS, POWER, TELEPHONE AND CABLE COMPANIES FOR STAKING OF THE LOCATION OF DISTRIBUTION AND SERVICE LINES. SOME LINES ARE LOCATED IN EASEMENTS AND SOME ARE NOT. PHONE NUMBERS TO CALL ARE AS FOLLOWS:

- EnTouch 281.225.1000 • CENTERPOINT 1.800.344.8377

**ACC RESPONSE:**

**THE ARCHITECTURAL REVIEW COMMITTEE HAS THIRTY (30) DAYS FROM THE DATE THE APPLICATION IS RECEIVED IN OFFICE TO REVIEW AND RESPOND UNLESS AN EXPEDITED REVIEW FEE IS SUBMITTED.** A FORMAL RESPONSE WILL BE FORTHCOMING TO THE HOMEOWNER FROM THE ACC WITHIN THIRTY (30) DAYS. TO AVOID POSSIBLE DELAYS, FILL OUT THE ACC FORM COMPLETELY AND INCLUDE ALL REQUIRED SUBMITTALS INCLUDING REQUIRED DEPOSITS. INCOMPLETE SUBMITTALS WILL DELAY THE REVIEW PROCESS.

**8 OWNER’S ACKNOWLEDGEMENT:**

THE UNDERSIGNED REQUESTS ACC REVIEW OF THE IMPROVEMENT(S) PROPOSED HEREIN IN ACCORDANCE WITH THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF COMMUNITY ASSOCIATION OF HARMONY, INC. IT IS UNDERSTOOD THAT NO WORK WILL COMMENCE WITHOUT PRIOR APPROVAL FROM THE ASSOCIATION. IT IS ALSO UNDERSTOOD THE ASSOCIATION MAY REQUIRE REMOVAL OR MODIFICATION OF ANY IMPROVEMENT(S) MADE PRIOR TO ACC REVIEW AND APPROVAL. IT IS FURTHER UNDERSTOOD THAT MODIFICATIONS OR ADDITIONS TO STRUCTURES OR NEW STRUCTURES MAY REQUIRE MONTGOMERY COUNTY BUILDING PERMIT FOR WHICH APPLICATION SHALL BE MADE SEPARATELY BY THE OWNER.

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

**FOR ACC USE ONLY**

REQUEST: \_\_\_\_\_ ACCEPTED \_\_\_\_\_ DENIED \_\_\_\_\_ DENIED & RETURNED FOR MORE INFORMATION

ACC COMMENTS: \_\_\_\_\_

ACC ACKNOWLEDGEMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

By: \_\_\_\_\_  
Designated Representative

**COMMUNITY ASSOCIATION OF HARMONY, INC.**  
**ATTN: ARC Design Committee Coordinator**  
**2002 Timberloch Place - Suite 650**  
**The Woodlands, Texas 77380-1192**