

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.

a. Outbuildings, patio covers, arbors, gazebos and room additions to existing residential dwellings... **\$250.00**

b. Swimming pools, hot tubs, spas, etc... **\$1000.00**

(2.) The deposit must be made payable to CA of Harmony.

Review Fees	Within 30 days (Non-Refundable)	1-7 Business Days (Non-Refundable)	Refundable Pool Deposit
Cash Not Accepted, Non-Refundable Review Fees are to be paid to FirstService Residential, Refundable Deposit made payable to Association.			
Painting, roofing, fences, etc.	\$ 25.00	\$ 35.00	
Landscaping, Portable Buildings and Play Equipment	\$ 25.00	\$ 50.00	
Patio Covers, Extensions, Home Additions and Pools	\$ 75.00	\$ 150.00	\$ 1,000.00

(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. 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



ACC Pool Application Requirements

- ✓ **No Access from the Common Area. Access must be via the homeowner's own property.**
- ✓ **Drainage plans must be provided to show how the yard will drain after the pool is built. The plan has to be detailed enough to show the ARC that the improvement will not shed water on the neighboring property. The drainage plan can be prepared through the pool contractor or a landscaper. Applications will not be reviewed without the submission of the drainage plans for the property.**
- ✓ **All drainage must be from the back of the lot to the street curb in the front yard.**
- ✓ **No curb cuts allowed, pop ups only.**
- ✓ **Improvement cannot redirect the natural flow of drainage onto neighboring properties.**
- ✓ **No improvements are to jeopardize the structure of any existing retaining wall where applicable.**
- ✓ **Encroachment on Utility Easements (U.E.) is prohibited.**
- ✓ **Access must be from your own lot, unless special permission is granted by the ACC board. (Adjacent empty lot access requires the written approval of the Builder that owns that lot and the ACC Board.)**
- ✓ **Work is to be completed by the ACC Board approved specifications only.**
- ✓ **Streets must be cleaned of mud & dirt.**
- ✓ **Construction must not block neighbors' driveways or hinder the free flowing access along the street/ cul-de-sac.**
- ✓ **Trash must be contained and removed daily.**
- ✓ **No loud music**
- ✓ **Construction vehicles may not impede or block the flow of traffic.**

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

COMMUNITY ASSOCIATION OF HARMONY ARCHITECTURAL SUPPLEMENTARY APPLICATION FOR A SWIMMING POOL

Please complete and submit with Home Improvement Application
The request will be deemed incomplete without a formal home improvement application.

Details must be specified on a site survey and attached to this application. The site survey must indicate the location of all equipment, location of the swimming pool, location of all drain lines, location of sewers and backwash, and the area where your contractor will access your property. **A \$1,000.00 deposit made payable to CA of Harmony is required. Applications received without the required deposits will not be processed until the deposit(s) have been received. Expedited pool request require a \$150.00 administrative processing fee made payable to FirstService Residential which can be paid instead of the \$75.00 standard processing fee. The check(s) will be deposited.**

Please notify your Community Manager once the pool construction is complete to initiate an inspection of completion. The inspection includes the surrounding common areas after completion of the pool and provided access to the homeowner's property is as described in the request. The cost of any damage to the common areas or property of others will be deducted from the deposit. If there are no noted issues or concerns, the pool deposit will be refunded. **Construction that is not in tandem with the approved plan may result in forfeiture of the deposit.**

Drainage plans must be provided to show how the yard will drain after the pool is built. Plans must be detailed enough to show water will not shed onto any neighboring property and will flow to the front of the property. Plans can be prepared by the pool contractor or a landscaper. Applications **WILL NOT be reviewed without the drainage plans for the property.**

- A. Name, phone number, email address and physical address of pool contractor: _____
- B. _____
- C. Pool Equipment and Location (Pump, filter, etc.) _____
- D. Backwash to Sewer _____
- E. Easement Lines _____
- F. Will Any Trees be Removed? ____ Yes ____ No If Yes, indicate the trees for removal on site plan
- G. Fence Work _____ Existing 6' Fence with Self-Latching Gate? ____ Yes ____ No
- H. Material and Color of Deck _____
- I. Pool Drain – Recirculates Back to Pool? ____ Yes ____ No
- J. Area Drains to Street? ____ Yes ____ No (This will drain rainwater only.) **DRAINAGE PLANS MUST BE SUBMITTED.**
- K. **Access (CANNOT be through or across common area and MUST be indicated on site plan)** _____
- L. Distance from edge of pool to each lot line or easement _____
- M. Type of coping _____
- N. Type of Filter _____
- O. All Equipment, Deck, Coping and Pool is Below 6' Fence That Surrounds Backyard. Yes ____ No ____
- P. Height of Slide/Water fountain/Waterfall/Sheer Decent: _____
- Q. Location of Backwash _____
- R. Location of Sewer _____
- S. Drop site for surplus dirt (name and location) _____



HARMONY
Pool Construction Application

Excavation and Disposal Site Location Confirmation

This confirmation letter must accompany all pool construction requests in Community Association of Harmony. Prior to your application being reviewed, this form must be completed and signed by you, the homeowner, and your contractor.

Upon receipt of the following information your application will be considered.

All excavated dirt and subsequent debris will be removed appropriately from the Community Association of Harmony and disposed of at the site location below:

Removing Dirt From (address)

Relocating To (address): _____

Homeowner Signature *(required)*

Date

Authorized Pool Company Representative *(required)*

Date



Request for Refund of Pool Deposits

This is to verify that the swimming pool installation at _____ in the
(Address)

Harmony community is complete. All landscaping and the method of access has been restored and the conditions for approval of the swimming pool have been met. Specifically, the excavated dirt has been taken to:

_____ located at _____
(Name) _____

Refund of the pool deposits is therefore requested.

Homeowner Signature (*required*)

Date

Pool Company Representative (*required*)

Date