STERLING ASSOCIATION SERVICES, INC.
6842 N. Sam Houston Pkwy W.
Houston, Texas 77064
PHONE: (832) 678-4500; FAX: (832) 678-4510

Re: ACC Application:

Dear Resident:

Enclosed please find an ACC application for your home improvement or modification. Please note what is needed for your type of improvement and include with your application the necessary forms, such as, photos, paint samples, solar screen samples, drawings, brochure, lot survey, and your signature are examples of what is needed for us to complete your request in a timely manner. If these items are not submitted with your application, your request will be denied and returned back to you for completion.
Please read the application carefully.

- A LOT SURVEY IS AN ARCHITECTURAL DRAWING OF YOUR PROPERTY SHOWING YOUR HOME, EASEMENTS, AND BUILDING LINES. A COPY USUALLY COMES WITH YOUR CLOSING PAPERS.
- Please SHOW on the survey, in a distinguishable color, the location of your project.

You will be notified by letter after the ACC committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding your forms, please contact Sterling at 832-678-4500 or ACC@sterlingasi.com.

Sincerely,
Sterling Association Services, Inc.

IMPORTANT:

REMEMBER WITHOUT PROVIDING EVERYTHING NEEDED YOUR APPLICATION WILL BE DENIED AND RETURNED TO YOU FOR COMPLETION. THIS WILL DELAY YOUR PROCESS.

"INSTRUCTION LIST"
ITEMS BELOW NECESSARY FOR APPROVAL
KEEP IN YOUR FILES FOR FUTURE PROJECTS—DO NOT RETURN
FIND YOUR PROJECT BELOW: READ AND FOLLOW INSTRUCTIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING DENIED AND RETURNED BACK TO YOU ASKING FOR COMPLETION AND RESUBMISSION.

- **EVERYTHING REQUIRES A LOT SURVEY WITH THE PROJECT'S LOCATION *drawn* ON SURVEY OF THE LOT (plat/plot plan).**
- **APPLICATION MUST INCLUDE ALL SIDE ELEVATIONS (Pictures) (Right and Left side view) AND TOP VIEW.**
- **SEND A PHOTO OF YOUR HOME SHOWING THE COLOR OF BRICK, TRIM AND LOCATION OF PROJECT**
- **DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK AND MUST BE SHOWN CLEARLY OR APPLICATION WILL BE RETURNED.**
- **WE NEED TO KNOW WHAT YOUR PROJECT WILL LOOK LIKE AFTER COMPLETION.**

IF YOU ARE APPLYING FOR: (FIND PROJECT AND SUBMIT NECESSARY ITEMS)

1. **PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.:** YOU MUST SUBMIT 3 DRAWINGS - A SIDE VIEW AND A FRONT VIEW AND TOP VIEW- SHOWING HOW THE STRUCTURE WILL LOOK -: INDICATE DIMENSIONS, INCLUDING HEIGHT FROM GROUND TO HIGHEST PEAK, COLOR, MATERIALS AND ROOFING. PROVIDE PHOTOS OR BROCHURE, ROOF & PAINT SAMPLES AND SHOW PLACEMENT ON THE LOT SURVEY.

2. **PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC**: YOU MUST SUBMIT A PHOTO, BROCHURE OR DRAWING. INDICATE 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, NUMBER OF WARRANTY YEARS OF SHINGLES & MANUFACTURER, NAME OF ROOFING COMPANY AND THEIR PHONE NUMBER.

6. **NEW FRONT DOOR, STAINING DOOR, STORM DOOR, GARAGE 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, OR BROCHURE, COLOR, DIMENSIONS, AND INDICATE PLACEMENT ON A LOT SURVEY.

9. **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, & HEIGHT OF ANTENNAE. SHOW LOCATION ON THE HOME BY TAKING A PICTURE AND MARKING THE AREA. 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, DIMENSIONS, AND SHOW LOCATION ON LOT SURVEY.

13. **LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING:** PLEASE SUBMIT DETAILS, TYPE OF TREE REMOVED OR PLANTING, PLACEMENT ON LOT SURVEY. PICTURE OF BORDER.

14. **FENCE OR MOVING FENCE:** HEIGHT & TYPE 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 WHAT WINDOWS.

17. **STORAGE SHED:** NEED PHOTO OR BROCHURE, DIMENSIONS INCLUDING HEIGHT FROM GROUND TO HIGHEST PEAK, COLOR, MATERIALS, AND DRAW LOCATION ON LOT SURVEY.

18. **BALCONY:**YOU MUST SUBMIT 3 DRAWINGS -A SIDE VIEW AND A FRONT VIEW AND TOP VIEW- SHOWING HOW THE STRUCTURE WILL LOOK. NEED PHOTOS OF CURRENT LOOK OF HOME, DRAWING OF LOCATION OF PROPOSED BALCONY.HOW THIS WILL FIT/BLEND ON HOME, MATERIALS USED, TYPE OF RAILING AND COLOR OF RAIL, HOW IT WILL BE SUPPORTED, WHAT FLOORING IS ON THE GROUND AND 2ND FLOOR. SHOW HOW IT WILL LOOK WHEN COMPLETED.

19. **SOLAR ATTIC PANELS:** BROCHURE, DIMENSIONS, SHOW LOCATION BY TAKING PHOTO OF HOME AND MARK LOCATION ON PHOTO.

PLEASE USE A COLOR, OTHER THAN BLACK INK, TO DRAW THE LOCATION ON THE LOT SURVEY!

EXTERIOR IMPROVEMENT APPLICATION

In accordance with the governing documents of your Association, all exterior improvements and/or changes from the original construction must be submitted for and approved by the Architectural Control/Review Committee (ACC/ARC). Failure to receive approval for the improvement and/or change may result in you having to remove, alter or change the improvement in order to comply with the rules and regulations of the Association. Please complete the application below in its entirety and return to **STERLING ASSOCIATION SERVICES, INC. (SASI) to 6842 N. Sam Houston Pkwy. W., Houston, TX 77064 (phone 832-678-4500 or email to acc@sterlingasi.com**

Subdivision/Association_____

Property Address_____Sec/Blk/Lot_____/_____/_____

Name_____

Work#_____Home#_____E-mail_____

Mailing Address_____

No improvement will be considered and is automatically denied without the following:
→A site plan/survey indicating location of the proposed improvement, providing the distance from the structure to the fence and/or lot lines and easements. Front, rear and side view elevation plans are to be provided.
→Color swatches and samples or pictures of materials to be used in the improvement (shingle, paint, brick, stain, siding, etc.).
→Completion of all applicable areas below of the application.

Status: _____/_____-_____/_____/ 21____ _____/_____/ 21____ _____
Start Date (MM/DD Stop Date (MM/DD/YYYY) Date of Completion Under Construction

Check all that apply:

⎕ Exterior Paint ⎕ Roof ⎕ Playground Equipment ⎕ Sunroom/ Patio Enclosure
⎕ Patio (ground) ⎕ Pool/Spa ⎕ Permanent Basketball Goal ⎕ Storage Building
⎕ Patio Cover ⎕ Gazebo ⎕ Portable Basketball Goal ⎕ Siding
⎕ Deck ⎕ Arbor/Pergola ⎕ Room Addition ⎕ Antenna/Dish
⎕ Fence ⎕ Mailbox ⎕ Exterior Lighting ⎕ Storm Doors/Windows
⎕ Gates/ Burglar Bars ⎕ Solar Screens ⎕ Landscape Statuary
⎕ Window Shades/ Awnings ⎕ Driveway/Sidewalk (new & extension)
⎕ Other_____

Size: Height_____Width_____Length_____

Location of Improvement:
⎕ Front of House ⎕ Back of House ⎕ Left side of house (stand and face house) ⎕ Right side of house (stand and face house)

List of Materials with color and/or material samples or photos provided (check all applicable)

⎕ Base paint color_____ ⎕ Trim paint color_____
⎕ Garage door paint color_____ ⎕ Garage door trim color_____
⎕ Stain color_____ ⎕ Fence color/material_____
⎕ Siding color/material _____ ⎕ Roof color_____
⎕ Other_____

___(initial) I understand the ACC/ARC are a group of volunteers in the community and will do their best to act as quickly as possible in their determination regarding my application. I hereby certify that the proposed construction/modification is in full compliance with all the Declaration of Covenants, Conditions and Restrictions and all guidelines currently adopted by the Association.

___(initial) I understand that the decisions are determined concerning only my architectural plans submitted. I am responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the submitted plans.

_____ _____
Owner's Signature Date

For Official Use Only

_____ _____
ACC Signature Date
Please circle one: APPROVED DENIED (reason): _____