



Rolling Fork Owners Committee, Inc.

(713) 937-4175 (Mailbox #0) or Action Property Management (713) 686-4692

Request for Home Improvement Application (ACC Form)

In an effort to maintain and protect each individual homeowner's rights and property value, it is required that any addition or change to the exterior of your home or property be approved by the Homeowners Association. The Request for Home Improvement application must be filled out, and written approval given, prior to any work being started. This includes fences, screen enclosures, satellite dishes, major landscaping additions, exterior painting (even if same color), etc. The deed restrictions and Architectural guidelines may be found at our website: <http://www.rollingforkhoa.com/pages>.

Owner's Name: _____ Home Phone: _____

Address: _____ Other Phone: _____

E-Mail: _____ Cell Phone: _____

Start Date: _____ Completion Date: _____

Describe the improvement you propose? (Example: patio cover, basketball goal, addition to house, solar panels, painting, roofing, etc.)

- | | | | |
|---|--------------------------------------|---|--|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Paint | <input type="checkbox"/> Patio/Arbor/Deck | <input type="checkbox"/> Detached Bldg./ Shed |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Solar Screens | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Repairs | <input type="checkbox"/> Pool/Spa | <input type="checkbox"/> Door replacement <input type="checkbox"/> Other |

Be Specific: _____

Location of Improvement: (Check applicable areas)

- | | | | | |
|---|--|--|---------------------------------|--------------------------------|
| <input type="checkbox"/> Front of House | <input type="checkbox"/> Back of House | <input type="checkbox"/> Roof of House | <input type="checkbox"/> Garage | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Side of House | <input type="checkbox"/> Other | | | |

Where is the **Other** improvement to be made? _____

Materials to be used for the proposed improvement:

(Check applicable areas and specify paint color, lumber type, screen type, etc., on the right. Be specific to prevent return of your application for more information.)*****Note: To meet approval of the Architectural Control Committee (ACC), colors and material samples must be submitted with request.** ***

- | | |
|--|---|
| <input type="checkbox"/> Paint Color(s) _____ | <input type="checkbox"/> Cement _____ |
| <input type="checkbox"/> Stain Color (s) _____ | <input type="checkbox"/> Pipe _____ |
| <input type="checkbox"/> Lumber Type(s) _____ | <input type="checkbox"/> Electrical _____ |
| <input type="checkbox"/> Lumber Grade _____ | <input type="checkbox"/> Fence _____ |
| <input type="checkbox"/> Brick Type(s) _____ | <input type="checkbox"/> Height _____ |
| <input type="checkbox"/> Screen Type _____ | <input type="checkbox"/> Other _____ |

What are **Other** materials? _____

Submit plans or draw a sketch of the proposed project on this form or submit as an attachment. Be sure to show street, house, and lot lines. If the addition is a room added to the home, or a patio cover or similar addition, draw two views of the proposed project from two angles showing its relationship to the home. Attach additional sheets if necessary.

By signing below, I understand the Architectural Control Committee will act on this request after receipt. I also understand that if enough information is not included in this **REQUEST FOR HOME IMPROVEMENT**, for the Architectural Control Committee to make a valid judgment about the quality and appearance of the improvement, it may be returned for more complete information. I agree not to begin the proposed improvement(s) until I have been notified of the Committee's decision.

I also understand that Action Property Management will respond within 48 business hours to confirm receipt of this form. If I do not receive confirmation, I understand that this Request for Home Improvement Application has not been received.

Furthermore, I understand that the above proposed home improvement must be completed within thirty (30) days after receiving approval while also implementing any and all conditions of said improvement. If the project is not completed within thirty (30) days, the approval is expired and a new Request for Home Improvement Application must be submitted.

Homeowners Signature

Date of Request

RETURN REQUEST TO:

Rolling Fork Owners Committee, Inc.
c/o Action Property Management
11078 Regency Green Drive, Cypress, Tx. 77429
Email: dr@actionproperty.net | Fax: 713-686-4694

FOR OFFICIAL USE ONLY

Date Received by ACC: _____

Date Approved: _____

Approval Sent Via: _____

Approval Conditions: _____

Date Disapproved: _____

Disapproval Notes _____

ACC Chairperson

Association President

ACC Committee Member

Association Director

ACC ADDITIONAL COMMENTS TO HOMEOWNER