



GRAYSON LAKES

LAKESIDE HOMES OF CLASSIC ELEGANCE

Architectural Modification Request Form

ITEMS NEEDED BY THE ARCHITECTURAL REVIEW COMMITTEE BEFORE PROCESSING

APPLICATIONS:

The following list represents items needed by the Architectural Review Committee in order to expeditiously approve your request for improvements, alterations or modifications to the exterior of your property. Without them, the committee will have to deny your request until all information is received. The following items are non-returnable, as they are kept in our files for future reference. Please complete and submit the Architectural Modification Form (following page) to the Management Company for review at the next committee meeting. You may return it by fax or mail to the address or fax number on the following page. You will be notified by mail of the status of your submission.

- 1) A completed Architectural Modification Form which includes the homeowner's name, street address, estimated start and completion date.

- 2) All items described below are needed to understand and envision how the improvement or alteration will look upon completion.
 - a. An official lot surveyor drawing indicating exact location of improvement in relation to all fences, easements, and building set back lines.
 - b. Photo of the exterior of your home.
 - c. Picture, brochure, detailed sketch, or sample of the improvement in its completed stage along with color samples.
 - d. List of ALL materials used to construct the improvement or alteration.
 - e. Detailed description of how the improvement or alteration will be affixed to the house, garage, ground and/or other existing structure.
 - f. Dimensions: Height, Length, Width, Depth.
 - g. Elevations from natural ground to the peak of improvement.

- 3) If drainage of water is concerned, a detailed description of direction of drainage flow and where flow empties.

- 4) If multi-level improvements are concerned, elevations of each level from natural ground must be included.

- 5) Roofing Information MUST include: warranty, color sample, weight, photo of house, brand of shingle.

Note:

The Grayson Lakes Architectural Review Committee meetings are held the second (2nd) Thursday of the month except in December. The meetings are held at the Grayson Lakes Recreation Center located at 2042 Broken Branch Court. Meetings start at 6:30 pm and any resident is welcome to attend. Submissions must be received 5 days prior to the date of the regularly scheduled meetings in order to be placed on that month's agenda. Submissions listed on the meeting agenda will be reviewed the night of the meeting. All other submissions will be reviewed within 30 days of confirmed receipt or at the next scheduled ARC meeting; *whichever comes first*.

**GRAYSON LAKES
ARCHITECTURAL MODIFICATION REQUEST FORM**

Owner's Name _____ **Phone (H)** _____ **(W)** _____

Address _____ **Lot** _____ **Block** _____ **Section** _____

NO SUBMISSIONS WILL BE APPROVED UNLESS THE FOLLOWING ITEMS ARE INCLUDED:

Sketches; site plan (survey) showing house, lot lines, dimensions and easements; elevations (including side views) showing dimensions and photos sufficient to describe the project in detail. For any exterior painting requests, a photo of the brick must be included with this application. Should you have any questions, please call Kendall, at Crest Management.

BRIEFLY DESCRIBE THE ALTERATION OR IMPROVEMENT WHICH YOU PROPOSE:

LOCATION OF IMPROVEMENT:

_____ Side of house _____ Front of house _____ Back of house _____ Roof of house _____ Patio _____ Garage _____
_____ Other (Describe) _____

Materials Necessary for Proposed Improvement (check):

_____ Paint color(s) _____
_____ Stain color(s) _____
_____ Lumber type(s) _____
_____ Brick type(s) _____
_____ Screen type(s) _____
_____ Concrete _____
_____ Pipe _____
_____ Electrical _____
_____ Fence type _____
_____ Height _____
_____ Other _____

_____ **Construction** _____ **Completion** _____ **Homeowner's Signature** _____ **Date** _____
Start Date **Date**

Mail, Fax or Email Completed Form To:

Crest Management 17171 Park Row #310 Houston, Texas 77084

Fax – 281-579-7062

kendall@crest-management.com

Important Note: Submissions must be received 5 days prior to the date of the regularly scheduled meetings to be placed on that months agenda. Submissions that are on the meeting agenda will be reviewed the night of the meeting. All other submissions will be reviewed within 30 days of confirmed receipt. The regularly scheduled ARC meetings are held on the (2nd) Thursday of each month (Except December).

*If you are requesting to install a pool, dock, or any permanent structure you are required to submit a deposit of \$700.00 check or money order made payable to the Grayson Lakes Community Association, which must accompany this application. Prior to approval, the Grayson Lakes Community Association may insist upon a larger deposit at its discretion. The deposit is to cover damage to the common open space, landscape reserves or public right-of-ways maintained by the Grayson Lakes Community Association, and unapproved changes not submitted. The deposit check or money order will be deposited by the Association's management office. The Association's management company will return the deposit, less deductions for damages or non-compliance within thirty (30) days from the date you notify Crest Management AAMC the job is complete and schedule an inspection with an Agent for the Association. There will be no interest paid on the money deposited. **The \$700.00 deposit is absolutely required. Failure to attach the check or money order may result in a denial of the application.***

I have read and agree to abide by the Declaration of Covenants, Conditions, and Restrictions, Architectural Guidelines, and other applicable Rules and Regulations for Grayson Lakes Community Association

Initial:_____

Grayson Lakes Community Association Terms & Conditions

I hereby acknowledge the following:

1. That I am the property owner of the above address and I am representing myself in true and accurate manner.
2. That I have included all required documents mandatory by my Association for my chosen modification type.
3. That I understand the review process will not commence until all required documents and deposits (if applicable) have been received.
4. That my application is not deemed approved until I receive official written approval notice from Crest Management on behalf of my Association.

I have fully read and agree to the terms and conditions provided by Grayson Lakes

Initial:_____

Crest Management Terms & Conditions

I certify that I am the owner of the property or an authorized user with permission from the owner. I declare that all information provided in this application is true and correct. I understand that my modification request is not complete until all required documentation is received. I understand that I am electing to receive communications regarding this application by email.

I have fully read and agree to the terms and conditions provided by Crest Management.

Initial:_____