



HOME IMPROVEMENT REQUEST

(THE BOARD HAS 45 DAYS TO REVIEW AND RESPOND TO THIS REQUEST – MOST REQUIRE 30 DAYS OR LESS)

A home improvement request for any exterior repairs, improvements or changes to a homeowner's deeded property, including landscaping, must be submitted and approved by the Board of Directors prior to the commencement of any work performed. This request will be reviewed to ensure that your planned home improvements are in compliance with community deed restrictions and to protect the property of neighboring homeowners. The Board of Directors has the authority to request, and enforce, the removal or replacement of any unapproved changes or home improvements at the sole cost of the homeowner.

Please Review and Complete This Entire Form.

Owner's Name: _____ Date of Submission: _____

Property Address: _____

Phone Number: _____ Email (Required): _____

NOTE: The Association will not be held responsible for ensuring compliance with restrictions, utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies.

EXTERIOR REPAIRS OR MODIFICATIONS- Please Check All That Apply to Your Request:

1. ☐ **PAINT** **Brand Name and Number MUST be provided.**

Suggested Community Paint color samples may be viewed at: <http://www.sherwin-williams.com/property-facility-managers/color/find-and-explore-colors/hoa/sugar-land/tx/settlers-park/>

Paint Brand / Color Number (Sherwin Williams preferred) and use (body, trim, door, shutters)

Body: _____ Trim: _____ Garage Door: _____

Shutters: _____ Door: _____ Brick may NOT be painted

2. ☐ **ROOF REPLACEMENT**

All Roofs MUST be Architectural or Dimensional. THREE (3) TAB SHINGLES ARE NOT PERMITTED.

Brand Name of Shingle: _____ Shingle Color: _____

3. ☐ **FENCING**

Fence braces must be on the inside of fence and not visible from the street. NO EXCEPTIONS. All fence changes and/or extensions **MUST** include the dimensions and location on plans or drawings.

4. ☐ OTHER _____

Please describe location (s) where the work will be performed: _____

Contractor performing the proposed work: _____

Please attach diagrams, measurements, or descriptions as applicable.

I understand that the Architectural Control Committee (ACC) has up to forty five (45) days but will act upon this request as soon as possible. I agree not to begin on the property changes or improvements until the Board of Directors has informed me of their decision.

INDEMNITY AND HOLD HARMLESS AGREEMENT

Homeowner agrees to and will indemnify and hold harmless the Association, it's Officers, Directors, Members, Employees, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damage to any property arising out of or in connection with the above referenced ACC request, including where such injuries, death, or damage are caused by the Association's sole negligence or the joint or concurrent negligence of the Association and any other person or entity.

This form must be completed, signed, and submitted by the OWNER not a contractor

Signature of Homeowner

Proposed Start Date: _____
Completion Date: _____

Please complete and return this form, with any applicable attachments.

For an expedited review and response:

Email: PDF Scan only (NO form photos please!) to CSEAY@cmctx.com and SPHOA.bod5@gmail.com

OR Mail to

**SETTLERS PARK HOMEOWNERS ASSOCIATION - C/O CREATIVE MANAGEMENT COMPANY
8323 SOUTHWEST FREEWAY #330 - HOUSTON, TEXAS 77074
PH 713-772-4420 – FX 713-772-8655**

☐ **BOARD APPROVAL**

☐ **BOARD APPROVAL With The Following Restrictions)_**

☐ **BOARD DISAPPROVAL REASON:** _____

(Board Member Signature)

Date

Updated Apr 2021