

Architectural Control Committee Request Form

Owner Name: _____

Owner Address: _____

Site address if different: _____

Owner Mailing City, State, Zip: _____

Phone Number: _____ Best Time To Call: _____

Owner Email Address: _____

Have you received a violation notice from the homeowners association? YES NO

WHAT AREA OF THE EXTERIOR ARE YOU REQUESTING CHANGES FOR?

FENCE LANDSCAPING PATIO

OTHER: (Explain Here) _____

**DESCRIBE THE PROJECT YOU WANT APPROVED:
(INCLUDE: HEIGHT, WIDTH, DEPTH, COLOR, PICTURES, ILLUSTRATIONS, WEBSITE, SITE PLAN, ETC.)**

**MATERIALS LIST:
(PAINT SAMPLES, STAIN COLORS, LUMBER, BRICK, CONCRETE, SAND, ETC)**

APPLICATION REVIEW PROCESS

Submit this request with any additional documentation such as site plans, photos, drawings, brochures necessary to provide the appropriate level of information for the Architectural Control Committee (ACC) to render a decision.

Your request will be reviewed by the ACC and a decision will be communicated to the owner of the property. The ACC may request additional information to help clarify your proposal. If denied, you may appeal to the Ranch Crest Homeowners Architectural Control Committee and Board of Directors whose decision is final.

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WHERE TO SUBMIT YOUR REQUEST FORM

Mail: Ranch Crest HOA Architectural Control Committee
PO Box 1223
Magnolia, TX 77353-1223

Print two (2) copies and mail them to the PO Box above.

Once received, a board member will reach out to you with questions and to schedule a meeting to discuss changes and approvals. Please include a valid e-mail address and phone number.

OWNER ACKNOWLEDGMENTS

I the owner of the property at Ranch Crest Sections III-IV understand that:

- No work on this request shall commence until I have received approval of the Architectural Control Committee (ACC);
- Any construction or alteration to the subject property prior to approval of the Architectural Control Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the Ranch Crest Homeowners Association Inc. Sections III-IV incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- Any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- There are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors.
- All proposed improvements to the property must comply with city, county, state and local codes.
- Applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- Any variation from the original application must be resubmitted for approval.
- If approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the Ranch Crest Homeowners Association Sections III-IV. This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- The Owner acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve Owner of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Owner agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee. The Architectural Control Committee has permission to enter the property to make inspections, as they deem necessary.

Owner Signature: _____

Date: _____

Co-Owner Signature: _____

Date: _____

