

**Kirkwood Country Homeowners Association**  
**Home Improvement Request**  
C/O MASC Austin Properties, Inc  
945 Eldridge Road  
Sugar Land, TX 77478  
Office: (713) 776-1771 Fax: (713)-776-1777

In order to protect each individual homeowner's property value and privacy, it is required for any homeowner or group of homeowners planning improvements to their deeded property (properties), to submit a **Home Improvement Request**. This request is reviewed by the Architectural Control Committee (ACC) to ensure compliance with deed restrictions, local statues, and to protect neighboring homeowners. If any change is made that has not been approved the Committee has the right to ask the homeowner to remove the improvement and/or change from the property.

**Please fill out the entire form:**

Owner Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

- 1. Describe in detail the change or improvement requested. Attach a copy of the plat with any elevation changes.**

\_\_\_\_\_

\_\_\_\_\_

- 2. Who will perform the actual work?**

\_\_\_\_\_

- 3. The change or improvement will be located where?**

_____ Front of home	_____ Roof	_____ Other _____
_____ Back of home	_____ Patio	_____ Basketball Goal
_____ Side of home	_____ Carports	

**4. Items**

**Type / Color**

_____ <b>Paint</b>	_____
_____ <b>Stain</b>	_____
_____ <b>Lumber</b>	_____
_____ <b>Brick</b>	_____
_____ <b>Screen</b>	_____
_____ <b>Cement</b>	_____
_____ <b>Fencing</b>	_____
_____ <b>Other</b>	_____

**\*Attach a color sample from the color chart or a chip of the actual paint or stain. The request cannot be approved without them.**

I understand that the Architectural Control Committee (ACC) **has up to thirty (30) days** but will act upon this request as quickly as possible and contact me regarding their decision(s). I agree not to begin property changes or improvements until the ACC Committee informs me of their approval.

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

Homeowners agree to and will indemnify and hold harmless the Association, its Officers, Directors, Members, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court cost 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 damages are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity.

_____	Start Date: _____
Signature of Homeowner	Completion Date: _____

Please complete and return to: **Kirkwood Country Homeowners Association**  
c/o MASC Austin Properties, Inc.  
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Sugar Land, TX 77478

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**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED/DENIED

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED/DENIED

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_