

OLDE OAKS COMMUNITY IMPROVEMENT ASSOCIATION  
c/o CREST MANAGEMENT CO.  
P.O. BOX 219320  
HOUSTON, TEXAS 77218-9320  
PHONE 281-579-0761 FAX 281-579-7062

Dear Resident:

Enclosed please find an Exterior Modification Request for your home improvement or modification. Please note what is needed for your type of improvement and include with your application necessary forms, such as, photos, paint samples, solar screen samples, drawings, brochure, lot survey, and your signature are examples of what is needed for us to complete your request in a timely manner. If these items are not submitted with your application, your request is denied and will require resubmittal. Please read the application carefully.

- A LOT SURVEY IS AN ARCHITECTURAL DRAWING OF YOUR PROPERTY SHOWING YOUR HOME, EASEMENTS, AND BUILDING LINES. A COPY USUALLY COMES WITH YOUR CLOSING PAPERS.
- Please SHOW on the survey in a distinguishable color, other than black ink, the location of your project.
- Faxed pictures come across as a solid black picture, so please mail or e-mail pictures. Faxed pictures cannot be used.

You will be notified by letter after the Board of Directors or committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding your forms, please contact Kendall at (281) 945-4613 or by email at Kendall@Crest-Management.com

Sincerely,  
CREST MANAGEMENT

Kendall  
Agent for the Association

**IMPORTANT:  
INCOMPLETE APPLICATIONS WILL BE DENIED IN 14 DAYS, AND MUST BE RESUBMITTED.**

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PHONE: 281-579-0761

APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS

**PLEASE ALLOW AT LEAST 30 DAYS FOR ANSWER--YOU WILL BE NOTIFIED VIA E-MAIL AND LETTER**

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvement(s) and/or change(s) to their home or property submit an "**Application for Home Improvements and Modifications**" to the Architectural Control Committee. If any change is made that has not been

approved, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property. Approved projects must be completed within 90 days of approval or be re-submitted.

**HOMEOWNERS INFORMATION**

<b>NAME</b>		
<b>ADDRESS</b>		<b>DATE:</b>
<b>CONTACT NUMBER:</b>	<b>E-MAIL ADDRESS:</b>	

**REQUIREMENTS LISTED BELOW FOR: IMPROVEMENT OR MODIFICATION**

\*\*\*\*\*WITH THE EXCEPTION OF PAINTING, SIDING, SHUTTERS, SCREENS, ROOF AND DOOR **EVERYTHING ELSE** REQUIRES A LOT SURVEY

WITH THE LOCATION OF PROJECT DRAWN ON SURVEY. COLOR SAMPLES, MATERIALS, DIMENSIONS, DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND MOST NEED PICTURES. (SEE BELOW)

**WITHOUT NECESSARY ITEMS-YOUR APPLICATION IS DENIED AND RETURNED FOR COMPLETION AND RESUBMITTAL**

**CHECK BOX / CIRCLE IMPROVEMENTS below (REQUIREMENTS NEEDED LISTED IN EACH BOX- PLUS A LOT SURVEY)**

<b>SOLAR SCREENS/WINDOW TINT - SCREEN /TINT SAMPLE &amp; WHAT WINDOWS</b>	<b>STORM DOOR/REPLACE FRONT DOOR-PICTURE &amp; COLOR SAMPLE</b>	<b>PATIO SLAB, SIDEWALKS, LANDSCAP BORDER, DRIVE EXTENSIONS-PICT, DIM, MATERIAL USED</b>	<b>YARD ART/ BENCH, POTS, FOUNTAIN, SWING, STATUE, BIRD BATHDIMENSIONS/PIC</b>
<b>GUTTERS/SIDING / SHUTTERS HARDPLANK / COLOR SAMPLE</b>	<b>PATIOCOVER/ARBOR/GAZEBO ROOM ADDITION-SEEBELOW</b>	<b>WROUGHT IRON FENCE &amp; GATE- PICT &amp; DIMENSIONS</b>	<b>DECK-DRAWING/DIMENSIONS</b>
<b>BASKETBALL GOAL (PERMANENT)—PICT/DIM</b>	<b>LANDSCAPE, TREE REMOVAL OR TREE PLANTING-LOT SUV</b>	<b>Wood Fence-Height –if stain, sample</b>	<b>LOW VOLTAGE LANDSCAP. LIGHTS-PICT</b>
<b>SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS</b>	<b>ROOF- SHINGLE SAMPLE &amp; # OF WARRANTY YEARS</b>	<b>SATELLITE DISH-LOCATION ON LOT SURVEY, DISH SIZE</b>	<b>STORAGE SHED- PICT, DIM, BROCHURE</b>
<b>EXTERIOR PAINTING-EVEN IF SAME COLOR-NEED PAINT SAMPLE</b>	<b>PLAY EQUIP, FORT, SWING SET, TRAMPOLINE, BBGPIC, DIM, HEIGHT, LOT SURV</b>	<b>POOL/SPA-DRAWINGS – IMPOSE ON LOT SURVEYDNE BY POOL CO.</b>	<b>OTHER</b>

**If OTHER PLEASE DESCRIBE**

<b>WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?</b>	<b>PHONE NUMBER ( )</b>
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**\*\*\* ANY PAINTING(EVEN IF SAME COLOR) OR STAIN MUST HAVE COLOR SAMPLES PROVIDED OR YOUR APPLICATION WILL BE RETURNED**

<b>PAINTING OR STAIN: PLEASE STATE NEW PAINT COLOR &amp; PROVIDE SAMPLE:</b>	<b>PORTION OF HOUSE TO BE PAINTED:</b>	<b>COLOR OF YOUR BRICK:</b>
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<b>TRIM COLOR: (INCLUDE SOFFIT, FASCIA, AND WINDOW TRIM)- PROVIDE PAINT SAMPLE</b>	<b>ACCENT COLOR (INCLUDES SHUTTERS, WINDOWS HOODS &amp; EXTERIOR DOORS)-PAINT SAMPLE</b>
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**\*\*\*ROOM ADDITION, ENCLOSED PATIO, STORAGE BUILDING, PATIO OR PATIO COVER, GAZEBO OR ARBOR APPLICATIONS MUST HAVE: A PHOTO, BROCHURE, OR DRAWINGS; DIMENSIONS; MATERIALS USED; PAINT, AND SCREEN SAMPLES; AND A LOT SURVEY SHOWING LOCATION OF IMPROVEMENT OR YOUR APPLICATION WILL BE RETURNED**

<b>HEIGHT OF PROJECT AT HIGHEST PEAK:</b>	<b>WIDTH:</b>	<b>LENGTH:</b>	<b>SQUARE FOOTAGE OF BUILDING / PATIO</b>
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**PROVIDE A LOT SURVEY AND DRAW ON THE SURVEY WHERE ON YOUR PROPERTY YOUR MODIFICATION , PROJECT, BUILDING, CHANGE , OR ADDITION IS LOCATED: THIS IS ESSENTIAL.**

- A LOT SURVEY IS A DRAWING OF YOUR PROPERTY SHOWING EASEMENTS AND BUILDING LINES, AND WAS INCLUDED IN YOUR CLOSING PAPERS**
- WE NEED TO KNOW HOW YOUR IMPROVEMENT WILL LOOK WHEN FINISHED**  
**Materials Necessary for Proposed Improvement or Modification**

<b>Circle what you will use in your project:</b>				
<input type="checkbox"/> Lumber	<input type="checkbox"/> Brick	<input type="checkbox"/> Cement	<input type="checkbox"/> Pipe	
<input type="checkbox"/> Screen	<input type="checkbox"/> Fence	<input type="checkbox"/> Electrical	<input type="checkbox"/> Shingles	<input type="checkbox"/> Other

If OTHER please describe:

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Lumber Type	Brick Type	Screen Type: Location of windows to screen (NEED NAME AND SAMPLE OF SCREEN)
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Fencing Material ( PROVIDE LOT SURVEY) If staining—must have color sample:	Height of Proposed Fence
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**PLEASE READ BELOW AND FOLLOW INSTRUCTIONS SO APPLICATION WILL BE PROCESSED TIMELY.  
IF THE NECESSARY ITEMS ARE NOT PROVIDED, YOUR APPLICATION WILL BE DENIED AND RETURNED FOR  
COMPLETION AND RESUBMITTAL.**

All applications must include a lot plan/survey, which shows the house, lot lines and easements. In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail. A copy of any applicable city/county permits must be included. Please include a sample of all improvements! (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) If you should have any questions, please contact:

**CREST MANAGEMENT at 281-579-0761.**

In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements; falsification or omission of information shall be grounds for denial of this application. I further understand that the Architectural Control Committee has at least thirty (30) days upon receipt to review my application and I agree not to begin property improvements or modifications until the Committee notifies me, in writing, of their decision. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

HOMEOWNERS <u>SIGNATURE</u> :	DATE:
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MAIL COMPLETED FORM TO: **CREST MANAGEMENT Co.  
P.O. Box 219320 HOUSTON, TX. 77218-9320**

**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

DATE APPLICATION FORWARDED TO THE COMMITTEE: \_\_\_\_\_

RECOMMENDATION OF THE COMMITTEE: **APPROVED**  **DENIED**

COMMENTS:


ACC SIGNATURE 1:	DATE:
ACC SIGNATURE 2:	DATE:
ACC SIGNATURE 3:	DATE:

**ITEMS NECESSARY FOR HOME (SOMETHING TO KEEP IN FILES)  
IMPROVEMENTS / MODIFICATIONS APPLICATION APPROVAL**

Failure to submit all required information will result in the application being denied and returned back to you asking for completion and resubmission. With the exception of roof, door, painting, screens, shutters and siding EVERYTHING ELSE requires a lot survey with the project's location drawn on

survey. MOST needs pictures, materials used to make project, and samples of materials. DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK. We need to know what your project will look like after completion.

I have read and agree to abide by the Architectural Guidelines and/or the conditions, covenants, and restrictions of Olde Oaks Community Improvement Association.

#### **Olde Oaks Community Improvement 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 and that construction/installation/application may not commence until written approval from my Association has been obtained.

I have fully read and agree to the terms and conditions provided by Olde Oaks Community Improvement Association

Initial here: \_\_\_\_\_

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

Initial here: \_\_\_\_\_

## **IF YOU ARE APPLYING FOR: (find project and submit necessary items)**

1. PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.: you must submit 2 drawings -a side view and a front view- showing how the structure will look: Indicate dimensions, including height from ground to highest peak, color, materials and roofing. Provide photos or brochure and show the placement on the lot survey. Provide roof & paint samples.
2. PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC: you must submit a photo, brochure or drawing. Indicate size, height, color, materials, dimensions, etc. and show the placement on the lot survey.
3. POOL / SPA: you must indicate on the lot survey the location of the pool / spa, pool equipment, and any decking. Also show any slides or other structures that would be over three (3) feet high. Please indicate how they will access the backyard.( Pool Company will supply this for you).
4. STAIN, EXTERIOR PAINTING, GUTTERS, SIDING, OR HARDIPLANK: please submit sample of COLOR of stain, paint or siding material, even if using the same existing color.
5. NEW ROOFING: please submit roofing shingle sample and number of warranty years of shingles.
6. NEW FRONT DOOR, STAINING DOOR, OR STORM DOOR: Please provide photo or brochure and color sample. If STAINING door, please provide stain color sample.
7. SOLAR SCREENS, WINDOW FILM / TINT OR REPLACING WINDOWS: please provide screen or film samples and what windows you are adding this to. If replacing windows, state what windows you are replacing and send photos or brochure to show look.
8. WROUGHT IRON GATE OR FENCE, BURGLAR BARS: please submit drawing, photo, brochure, color, dimensions, and indicate placement on a lot survey.
9. FOR DECKING OR PATIO: please indicate location on lot survey, materials to be used, and dimensions including height of decking.
10. CONCRETE WORK (SIDEWALKS, DRIVEWAY, PATIO SLAB ETC.) please show location on lot survey and dimensions. Include a picture.
11. SATELLITE DISH OR ANTENNAE: please give size of dish or height of antennae and show placement on the home. If not located on home, indicate placement on a lot survey. Please provide photo of antennae.
12. YARD ART / DECORATIONS (BIRD BATHS, POTS, BENCHES, STATUES, SWING, SIGNS, WATER FOUNTAIN, ETC): submit photo or brochure, give dimensions, and show placement on lot survey.
13. LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING: please submit all details showing placement on lot survey. Provide picture of border.
14. WOOD FENCE OR MOVING FENCE: please advise of height of fence, materials, and show location change on lot survey. IF STAINING, please provide stain color sample.
15. LANDSCAPING LIGHTS, or SPRINKLER SYSTEM please show placement of all lights and all sprinkler heads on lot survey. Please provide a photo or brochure of the appearance of the landscaping lights and wattage of lights.
16. SHUTTERS: need photo or brochure showing the look and paint color sample. State what windows.
17. STORAGE SHED: need photo or brochure, dimensions including height from ground to highest peak, color, materials, and draw location on lot survey.

**PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY!**

**DO NOT FAX PICTURES – THEY DO NOT COME OUT**