

**VENETIAN ESTATE PROPERTY OWNERS ASSOCIATION
REQUEST FOR PROPERTY IMPROVEMENT APPROVAL**

In an effort to provide for and to protect each individual Lot Owner's rights and values, it is required that any Lot Owner or group of Lot Owners considering improvements and/or change of their deed property, must submit a **REQUEST FOR PROPERTY IMPROVEMENT APPROVAL FORM** to the Architectural Control Committee for planned improvements and/or changes. If any change is made that has not been approved, the Committee has the right to ask the Lot Owner to remove the improvement and/or change the property. **PLEASE COMPLETE THIS FORM IN DETAIL.**

LOT OWNER NAME _____ ADDRESS _____
MAILING ADDRESS (if different) _____
SUBMISSION DATE _____ HOME PHONE _____ WORK PHONE _____
EMAIL ADDRESS _____ SECTION/BLOCK/LOT _____

1. Briefly describe the improvement/change, which you propose to have done (include size and height):

2. Who will do the actual work on this improvement?

3. Location of improvement/change (check applicable areas). ATTACH A SET OF BUILDING PERMIT PLANS SHOWING SITE PLAN, FLOOR PLAN AND EXTERIOR ELEVATIONS. Bulkhead applications require additional forms. Please contact our office to obtain such forms.

_____ front of house	_____ back of house	_____ side of house
_____ roof	_____ patio/porch	_____ garage
_____ lakeward structure	_____ other: _____	

4. Material necessary for proposed improvement/change (check/identify types/colors).

MATERIAL	TYPE	COLOR
_____ Lumber	_____	_____
_____ Brick	_____	_____
_____ Screen	_____	_____
_____ Shingles	_____	_____
_____ Pipe	_____	_____
_____ Electrical	_____	_____
_____ Fence	_____	_____
_____ Other	_____	_____

A LOT SURVEY SHOWING THE PROPERTY AND BUILDING LINES, BUILDINGS, EASEMENTS, FENCES, ETC. IS REQUIRED FOR ALL APPLICATIONS FOR DECKS, PORCHES, POOLS, LANDSCAPING, PERMANENT PLAYGROUND EQUIPMENT, ETC.

A FORM SURVEY IS REQUIRED BEFORE POURING ANY CONCRETE SLABS. HOMEOWNER MUST CALL MASC AUSTIN PROPERTIES, INC. FOR INSPECTION OF SURVEY AT 713-776-1771.

I agree not to begin property improvements/changes until the VEPOA notifies me of its approval.

_____ Signature of Lot Owner	_____ Construction Start Date	_____ Construction Complete Date
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Architectural Control Committee Disposition: _____

Committee Signatures/Date: _____

Project Completion Approved/Date: _____

Submit to: **VENETIAN ESTATES PROPERTY OWNERS ASSOCIATION**
C/o MASC AUSTIN PROPERTIES, INC.
945 ELDRIDGE ROAD, SUGAR LAND, TX 77478
Phone: (713) 776-1771 Fax: (713) 776-1777

**IF THIS APPLICATION IS FOR DEMOLITION OF EXISTING STRUCTURE IT
MUST COMPLY WITH THE FOLLOWING VEPOA ARCHITECTUAL
GUIDELINES AND BE ACCOMPANIED BY A PLOT SURVEY OF
DEMOLITION**

As per Section 2.11 for Structural Tear-Downs and Demolition:

- (1) assure that the project does not obstruct water outdrainage.
- (2) determine that the project will be completed in a timely manner.
- (3) all manner of safety procedures and methods are to be employed by Owner and contractors to assure the health and safety of workers, neighbors, pedestrians and vehicles.
- (4) all salvage materials are to be moved away from the Lot.
- (5) express in detail and in advance the resultant state of the Lot. A plot survey marked with all items to be demolished including buildings, slab, walkways, driveways, trees, fences, etc...

Additionally:

- (1) notify the adjacent property owners prior to any activity of the demolition
- (2) working hours shall be from 7:00am to 8:00pm or as natural light allows for outside work (whichever is less), Monday through Saturday. Work on public holidays is strongly discouraged.
- (3) parking of vehicles is limited to one side of street. No vehicles will be parked so as to block other property owner's driveways or their mail boxes.
- (4) desirable trees shall be protected from harm with protection barriers constructed around them.

Signature below indicates agreement to comply with these Procedures and Rules.

Signature of Applicant(s)

Date