

## ARCHITECTURAL REQUEST FORM

Request must be submitted prior to beginning construction or improvement. Please submit your application with all required documents via email to: RachaelES@crest-management.com. The processing time could take up to 45 days per the association documents. If you have any additional questions, please visit the Crest Management Website at Crest-Management.com.  
*Failure to receive an approval or denial shall be presumed as denied.*

**Association Name:** O.O.(Old Orchard) Community Association, Inc.

**Name:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address :** \_\_\_\_\_

*The inclusion of an e-mail address authorizes the Architectural Control Committee to use electronic mail for official responses to this request.*

- Please check here to "OPT IN" to receive communications from the Association related to community events, agenda notices for meetings and other important information related to the Association's affairs at the email address and phone number provided.

The **Declaration of Covenants, Conditions and Restrictions** (the "Deed Restrictions") for the **OLD ORCHARD COMMUNITY ASSOCIATION, INC** specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee before their improvement begins. To assist in your compliance with this restriction, complete this form and submit it with your plans and specifications for the proposed improvement.

### The plans and specifications will not be considered complete without the following items:

- Plot plan** or **survey** showing the location and dimensions of all existing and proposed improvements.
- Existing and finished **grades** and lot **drainage provisions** shall be indicated.
- The **structural design, exterior elevations, exterior materials, colors, textures and shapes** of all improvements described. Manufacturer brochures may be accepted. NOTE: Only earth-toned paint colors such as grays, browns and beige, but these can be slightly tinted with other colors.
- Estimated **time frame for completion** of project: \_\_\_\_\_. NOTE: Approvals are valid for (6) six months. Any approved projects must be completed within the (6) six-month period, failure to begin or complete the project will result in the need to reapply.

**APPROVAL REQUESTED :**

**(Please limit one ACC request per form )**

**Submit your request to:**

**Crest Management**

**17171 Park Row Suite 310**

**Houston, TX 77084**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> BASKETBALL GOAL   | <input type="checkbox"/> FENCE           | <input type="checkbox"/> LANDSCAPING        | <input type="checkbox"/> PLAYSCAPE     |
| <input type="checkbox"/> IRRIGATION SYSTEM | <input type="checkbox"/> DECK            | <input type="checkbox"/> DRIVEWAY EXTENSION | <input type="checkbox"/> EXT. PAINTING |
| <input type="checkbox"/> STORAGE SHED      | <input type="checkbox"/> EXT. REMODELING | <input type="checkbox"/> SPORT COURT        | <input type="checkbox"/> OTHER         |

**DESCRIPTION OF IMPROVEMENT:**


**ACC COMMITTEE RECOMMENDATION:**

**Approved** – Contingent upon the following criteria:       **Not Approved** - Based on the following criteria:

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**PROPERTY OWNER SIGNATURE:**

**DATE:**

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**Houston, TX 77084**