



Candlelight Hills Civic Association, Inc. - 18600 Burnt Candle Drive - Spring, Texas 77388

Property Improvement Request

All request **MUST** be accompanied by an official plot plan thirty days is required for all requests.

The deed restrictions requires all exterior modifications to your home or property be approved in advance by the Architectural Review Committee (ARC). The committee will ensure the improvement will be consistent with the aesthetics of the community and is to be conducted in a professional manner.

Property Owner Name _____

Property Address _____

Mailing Address, if different _____

Phone Number _____ Mobile/Cell Office Home

Email Address _____

Please complete this form and return it to ACMI at the address shown below to initiate the review process. To expedite the process, and prevent requests for more information, include as much detail as available.

Candlelight Hills
c/o ACMI
12603 Louetta Road, Suite 101- Cypress, Texas 77429-5136
Atten: ARC Department

Describe Improvement(s)

Roof Exterior Paint Fence Room Addition Pool/Spa Other _____

If you are adding a room, what size will it be? _____ Width _____ Height _____ Length

Who will be doing the improvement? Homeowner Contractor

Name of Contractor _____ Phone Number _____

Expected Starting Date _____ Estimated Date of Completion _____

In an effort to provide and protect each individual home owner's rights and property values, it is required that any homeowner considering improvement on their Deeded property other than landscaping, submit a request for home improvement approval to the Architectural Committee for approval prior to initiating work on planned improvements. If any change is made that has not been approved, the ARC has the right to ask the homeowner to remove the improvement from his property. I understand that the ARC will act on this request as quickly as possible and contact me in writing regarding their decisions. I agree not to begin property improvements until the ARC committee notifies me of their approval.

Homeowner Signature _____ Date _____

candlelight *Hills*

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HOME ADDRESS _____

1. Where is the improvement located?

A sketch of the location or plan showing location on the property is needed.

2. What materials are to be used?

Lumber Type(s) _____

Fence Type(s) _____

Roof Shingles Type(s) / Color(s) _____

Siding Type(s) / Color(s) _____

3. What will the improvement look like?

Include complete details - drawing, photo, sketch etc.

4. If you are painting or staining, you must include color samples, brand name and manufacturer.

House Color _____ Brick Color _____

Trim Color _____ Garage Door Color _____

FOR INTERNAL USE

Date Received _____ Date Approved _____ Reviewed By _____

ARC Comments Related to Request _____

APPROVED APPROVED w/Restrictions _____

NOT APPROVED - Reason _____