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## ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

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Please complete and return this form with the necessary attachments to:

CENTERPOINTE PROPERTY OWNERS ASSOCIATION, INC.

Attn: Gina L. Craig

17049 El Camino Real, Suite 100

Houston, Texas 77058

Date: \_\_\_\_\_

Street address where improvements are to be made:

\_\_\_\_\_

Owner's name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Briefly describe the improvement(s) which you propose: \_\_\_\_\_

\_\_\_\_\_

Who will be doing the actual work on this improvement?

\_\_\_\_\_

Estimated start-up date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

### INSTRUCTIONS

1. Review and follow all deed restrictions and applicable guidelines. Guidelines have been developed for many types of improvements and are available from the Management Company. Contact HCMS at 832-864-1200 if you need assistance completing this form, have any questions, or need copies of the guidelines or deed restrictions.
2. On a copy of your survey indicate the location of the proposed structure (including the distance from all property lines), dimensions (height, width, etc.)
3. If you are proposing a room addition or structural change to the residence, include a copy of the elevation and side view. The elevation should not show the location of windows and doors.
4. Describe the building materials to be used (i.e. paint, siding, roofing, brick, foundations, etc.)
5. Attach small samples of roof shingles or exterior siding. Paint samples must be provided along with manufacturer's name.
6. Include with this request any other information (photographs, sales literature, catalog pages, etc.) that may assist the committee in its evaluation.

CERTIFICATION

I certify that I understand and agree to the following terms:

1. The committee has a maximum of thirty days from the date of the receipt to review this form.
2. I will receive a written response from the Architectural Control Committee and agree not to begin proposed projects until a written response is received.
3. No approval of plans and specifications and no publication or designation of architectural standards by the Architectural Control Committee or by the Board of Directors shall ever be construed as representing or implying that such plans, specifications, or standards will result in a properly designed structure or satisfy any legal requirements.
4. No action or failure to act by the Architectural Control Committee or by the Board of Directors regarding the construction of any improvements within Centerpointe shall constitute a waiver or estoppel with respect to future action by the Architectural Control Committee or the Board of Directors. Specifically, the approval of any such residential construction shall not be deemed a waiver of any right or an estoppel to withhold approval or consent for any similar residential construction or any similar proposals, plans, specifications, or other material submitted with respect to any other residential construction by such person or otherwise.
5. I agree to keep all improvements on this lot in good repair.

\_\_\_\_\_  
Property owners signature

\_\_\_\_\_  
Date

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(PLEASE DO NOT WRITE BELOW THIS LINE)

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Postmark Date \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

BY: \_\_\_\_\_  
(Authorized Member of the Architectural Control Committee)

Comments from the Architectural Control Committee:  
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\_\_\_\_\_  
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