



Dear Homeowner:

Re: A.C.C. Packet

The purpose of the architectural review process is to keep the Community attractive for the enjoyment of residents and for the protection of their property value. In accordance with the Association's Governing Documents, approval is required and an ACC Home Improvement application must be submitted for all exterior modifications prior to beginning any work. Any homeowner considering exterior improvement(s) and/or change(s) to their home or property is required to submit a "Packet for Home Improvements and Modifications" to the Board of Directors/Architectural Control Committee (A.C.C.). If any unapproved change(s) is/are made to a dwelling or property, the association reserves the right to require the homeowner to remove the improvement(s) and/or change(s).

Please reference the information provided in this packet to determine the requirements and information needed to properly review your application. The preceding list includes examples, however, is not all-inclusive of items needed to complete your request in a timely manner. If the required items are not submitted with your application, **your request will be denied due to missing information.**

Project requirements may vary, please reference page 2 of this packet to ensure all information is properly submitted.

Application Fees vary based on type of improvement, please reference page 4 of this packet.

- **ALL APPLICATIONS HAVE AN ADMINISTRATIVE PROCESSING FEE AND SHOULD BE MADE PAYABLE TO: FIRSTSERVICE RESIDENTIAL**

Please note, the A.C.C. will review and respond to your application in the appropriate timeframe as outlined in the Governing Documents from the date the application is received, not the date noted on the application by the submitter. All decisions will be conveyed in writing and will be sent electronically to the email noted on the application or on file. For applicants without an email address, decisions will be mailed via the United States Postal Service (USPS).

For questions pertaining to the ACC process, your project or this ACC Packet, please email arc.txhou@fsresidential.com.

Sincerely,

Architectural Control Committee
FirstService Residential

cc: property file

All visits must be scheduled in advance

As a reminder, packets must contain all requested documentation or will be denied for missing information

Completed application may be submitted to:

FirstService Residential
2002 Timberloch Place
Suite 650
The Woodlands, Texas 77380
email to: arc.txhou@fsresidential.com

Application for Home Improvements and Modifications

Homeowner Information:

Name:		Association:	
Address:		Date:	
Phone:		Email:	

Type of Improvement/ Modification: All Requirements Are Noted Below

<input type="checkbox"/>	Generator	<input type="checkbox"/>	Storage shed	<input type="checkbox"/>	Wrought Iron Fence/Gate	<input type="checkbox"/>	Pool/Spa \$1500 Deposit payable to Gleannloch Farms
<input type="checkbox"/>	Play Equipment/Structure Basketball Goal Swing set	<input type="checkbox"/>	Patio Cover/Patio Cover Extensions/Arbor/Pergola Gazebo/Room Addition	<input type="checkbox"/>	Doors: Front/Rear/Garage/Storm Door	<input type="checkbox"/>	Flatwork: Patio/Porch/Deck/Driveway
<input type="checkbox"/>	Solar Screens	<input type="checkbox"/>	Landscaping, Tree Addition/Removal	<input type="checkbox"/>	Yard Art/Landscaping Border	<input type="checkbox"/>	Windows/Shutters
<input type="checkbox"/>	Sprinkler System	<input type="checkbox"/>	Roof Replacement	<input type="checkbox"/>	Gutter/Siding	<input type="checkbox"/>	Low voltage landscape lights
<input type="checkbox"/>	Exterior Paint	<input type="checkbox"/>	Security Cameras/ Satellite Dish	<input type="checkbox"/>	Fence (New/Extension/Relocation)	<input type="checkbox"/>	Project(s) not Listed:

Description:			
Contractor performing work:		Contractor Phone:	

Required Items Based on Modification/Project Request:

<http://www.eng.hctx.net/permits/Residentia>

- **Patio cover, patio cover extension, patio enclosure, arbor, gazebo, room addition, pergola, etc.:** photograph, brochure or drawings depicting front and side views indicating look of completed structure with complete dimensions (height, width, length, depth), color, materials, roofing and lot survey noting location. **Renderings of completed modification/project are required! Permit Required**
- **Playset, swing set, trampoline, basketball goal, etc.:** photograph, brochure, or drawing indicating dimensions, color, materials, location on lot survey, etc.
- **Pool/Spa:** location indicated on lot survey of: pool/spa, necessary equipment, all drain lines, sewers and backwash, the area where the contractor will access the property and any decking. Also indicate any slides, diving boards, etc.). **Swimming Pool Supplement Form is required. Renderings of completed modification/project are required! Permit required.**
- **Stain, exterior painting, gutters, siding, or hardi-plank:** photograph of home, submit color sample of stain or paint, and siding material. Provide trim color (soffit, fascia and window) and accent color (shutters, windows, hoods and exterior doors)
- **Roof:** submit roof shingle sample, warranty length of shingles. A true color brochure picture is acceptable.
- **Front/Stained Door, Storm Door:** photograph or brochure of door, color/stain samples required
- **Solar screens, window film/tint, replacement windows:** photograph of home indicating the windows to be screened or tinted. screen/film samples. If replacing windows indicate windows being replaced and include brochure depicting final look.
- **Wrought iron fence/gate or burglar bars:** drawing, photograph, brochure, color, along with location on lot survey must be submitted.
- **Decking or patio:** photograph of area, materials, dimensions, and location must be indicated on lot survey.
- **Concrete work (sidewalk, driveway, patio slab, etc.):** photograph of area, location and dimensions must be indicated on lot survey. Permit required
- **Security Cameras, Satellite dish or antennae:** photograph of area, size, height, location on home must be indicated. If not located on home, indicate placement on lot survey. Photograph of cameras/dish/antennae must be provided.
- **Yard Art/Decorations (bird baths, pots, benches, statues, swings, signs, water fountain, etc.):** photograph/brochure, dimensions, and location on lot survey
- **Landscaping/landscape border, tree removal/addition:** type of tree/landscaping, pictures, and location must be indicated on lot survey.
- **New fence or existing fence relocation:** photograph of fence, height, materials, and location indicated on lot survey. If staining provide color samples.
- **Landscaping lights or sprinkler system:** indicate placement of all lights and sprinkler heads on lot survey. Provide photograph or brochure of landscaping lights/sprinkler system must be provided, along with wattage of lights to be utilized.
- **Shutters:** indicate windows where shutters will be added, include photograph/brochure, and paint/color samples.
- **Generator, Storage shed:** photograph/brochure, dimensions, materials, color samples, and location on lot survey. **Permit may be required**

Swimming Pool Supplement

Please complete and submit this supplement form with your A.C.C. packet.

Please visit <http://www.eng.hctx.net/permits/Residential> to acquire the necessary documentation/form to obtain the required permit. The pool permit must accompany the application to ensure the permit requirements of the City/County have been met.

Pool deposits are required. The \$1500.00 deposit check should be made payable to Gleannloch Farms

- Name of Pool Contractor: _____
- Contractor Address: _____
- Contractor Phone: _____
- Equipment Location (pump, filter, etc.): _____
- Backwash to sewer (MUD approval may be required): _____
- Building/Easement Lines: _____
- Will any trees be removed: YES NO If applicable, how many? _____
- Existing 6' fence with self-latching gate: YES NO
- Material type and color of deck: _____
- Pool drain recirculates to pool: YES NO
- Rainwater in area drains to street: YES NO
- How will pool drain? (pop-up valves, area drains, etc.): _____
- Contractor Access (cannot be through or across a common area and **must** be indicated on site survey):

- Distance from edge of pool to each lot line/easement: _____
- Type of coping/filter: _____
- Fence work to be done: _____
- All equipment, deck, coping, and pool is below 6' fence surrounding yard? YES NO
- Height of slide/water fountain/waterfall/sheer decent: _____
- Location of backwash: _____
- Location of sewer: _____

Homeowner Signature: _____ Date: _____

