

SPRING CREEK COURT ARCHITECTURAL CONTROL COMMITTEE

APPLICATION AND AGREEMENT FOR ADVANCE APPROVAL FOR HOME IMPROVEMENTS

INSTRUCTIONS: Return Completed 3-Page Application, Supporting Documents, Construction Damages Agreement, Application Processing Fee and \$1,000 Deposit to:

ACC Review Department
Preferred Management Services
P.O. Box 690269 Houston, TX 77269

The ACC application review process may take up to 30 days depending on the complexity of applicant's project. The ACC review process DOES NOT BEGIN until ALL required submittal documents, fees and deposits are in receipt at Preferred Management Services, P.O. Box 690269, Houston, Texas 77269.

APPLICATION AND ALL SUBMITTED DOCUMENTS AND DRAWINGS MUST BE LEGIBLE TO QUALIFY FOR REVIEW

Homeowner's Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Fax: _____

eMail: _____

Please indicate the type of home improvement for which you are seeking ACC approval:

Deck Patio Driveway Expansion Paint Pool / Spa Other

Provide a brief description of the planned improvement:

Attach supporting documents and/or construction drawings which describe *to scale* the location of the improvement, all property lines, building set-back lines, easements, fences, patios, pools, and distances from all sides of the improvement to property lines and pool equipment location. **A PLAT OR SURVEY IS REQUIRED.**

Attach a schedule of construction materials that indicate *type* and *specific color* of each material. (**TIP: Get your contractor to provide all required drawings and a detailed schedule of materials.**)

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Dimensions of planned improvement: _____ Width _____ Height _____ Length

Who will perform the work on this improvement? ___ Homeowner ___ Contractor

(If contractor, provide contractor's: Name: _____ Phone: _____)

Anticipated start date: _____ Anticipated completion date: _____

AGREEMENT:

Disclaimer of Liability

The Spring Creek Court Homeowners Association, Inc., shall not be held liable for any damages whatsoever arising from or which are claimed to have arisen from the Architectural Control Committee's acceptance or rejection of a petitioning homeowner's application including, without limit, special, indirect, incidental or consequential damages arising from or which are claimed to have arisen from any conduct or any actions taken by the Architectural Control Committee, the petitioning homeowner, petitioning homeowner's contractors, or any other persons, permitting authorities, or civil or government entities.

I understand that the Association will act on this application as quickly as possible and will contact me with a decision within thirty (30) days. By submitting this application, I agree not to begin property improvements until the Spring Creek Court Architectural Control Committee notifies me of its decision. Further, I understand, agree and acknowledge that it is the sole responsibility of the homeowner to investigate and secure any Harris County residential construction permits required for the home improvement project described in this application.

Signature of Homeowner

Date of Application

YOUR APPLICATION IS COMPLETE IF YOU HAVE:

1. Described the planned improvements and attached required drawings;
2. Attached or enclosed all supporting documents, drawings, material samples, schedules, fees and deposits;
3. Defined the specific dimensions of the planned improvements;
4. Signed and dated this application, above.

THANK YOU for sending a complete application!

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- FOR USE BY ACC REVIEW DEPARTMENT ONLY -

Property Address: _____ Homeowner's Name: _____

Date Application Received by PMS: _____ Supporting Documents/Drawings Received? Yes No

\$25 Processing Fee Received: Yes No \$1,000 Damages Deposit Received: Yes No

Application Status Upon Receipt: **Complete** **NOT Complete**

Date Complete Application Forwarded to Spring Creek Court ACC Committee for Review: _____

Date Petitioning Homeowner's Application Approved/Rejected by the ACC: _____

Date Petitioning Homeowner Advised of ACC's Decision: _____

Refund of \$1,000 Damages Deposit

Date Homeowner Requested Refund of \$1,000 Damages Deposit: _____

Date Homeowner's Refund Request Forwarded to ACC: _____

DO NOT REFUND DAMAGES DEPOSIT UNTIL ACC INSPECTS THE WORKSITE AND GRANTS APPROVAL OF REFUND

Approval to Refund \$1,000 Damages Deposit Granted By ACC Member: _____ (name)

Date \$1,000 Damages Deposit Refunded to Homeowner: _____