

**GLENCLUSTER COMMUNITY ASSOCIATION  
ARCHITECTURAL CHANGE FORM AND  
INDEMNITY AND HOLD HARMLESS AGREEMENT**

In order to protect each individual homeowner's property value and privacy, it is required for any homeowner or group of homeowners planning improvement or architectural changes to their deeded property(ies), including landscaping, to submit a home improvement request. This request is reviewed and finalized by the Board of Directors to ensure compliance with deed restrictions, local statutes, and to protect neighboring homeowners.

The Board of Directors, or via a management company, has the right to ask the homeowner to remove the architectural change from the property, if any change already made has not been approved. The owner of the residence must submit samples, photographs, or drawings with this architectural change form.

Please complete the entire form:

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

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Work No.: \_\_\_\_\_

Email address: \_\_\_\_\_

\*\*\* Without a valid telephone number and/or an email address, this request will not be admitted for review.

1. Describe in detail, the change or improvement requested. (Attach a copy of the plot with any elevation changes.)

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2. Who will perform the actual work? \_\_\_\_\_

3. The change or improvements will be located where?

Front of House       Roof       Back of House

Patio       Basketball Goal       Other

Side of House

4. ITEM: Please attach a color sample from the color chart, paint sample, or stain sample. The request cannot be approved without the samples (if required).

The owner of the residence understands that the Board of Directors has up to thirty (30) days to act on this request, and as quickly as possible, the owner will be contacted regarding the decision. Owner agrees not to begin the architectural changes or improvements until the Board of Directors informs owner of the decision.

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Date

**VERIFICATION**

STATE OF TEXAS           §  
  §  
HARRIS COUNTY           §

Before me, the undersigned notary, on this day personally appeared \_\_\_\_\_, the affiant, a person whose identity is known to me. After I administered an oath to affiant, affiant testified:

“My name is \_\_\_\_\_. I am capable of making this verification. I have read the Glencluster Community Architectural Change Form. The facts stated in it are within my personal knowledge and are true and correct.

\_\_\_\_\_  
Affiant

SWORN TO and SUBSCRIBED before me by \_\_\_\_\_  
on \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public in and for The State of Texas

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

GLENCLUSTER COMMUNITY ASSOCIATION  
ARCHITECTURAL CHANGE FORM and  
INDEMNITY AND HOLD HARMLESS AGREEMENT

From: Glencluster Community Association Board of Directors

This is an AGREEMENT between \_\_\_\_\_  
\_\_\_\_\_, an Owner at  
this Glencluster address AND GLENCLUSTER COMMUNITY ASSOCIATION, INC., who  
AGREE that upon the decision of the directors to authorize the architectural change which was  
or is requested by the owner, it will be UNDERSTOOD that the architectural change WILL BE  
THAT:

1. The owner will accept any letter from the board (or management company), which is requiring a fix or maintenance of the architectural change structure;
2. It is the responsibility of the owner to maintain any deterioration and maintenance of the architectural change structure;
3. The owner will accept that ALL charges to his architectural change structure will be the responsibility of the owner to pay for repairs and maintenance and NOT the Glencluster Community Association; and
4. The owner will accept responsibility for all repairs and maintenance of the ROOF to any “added” structure and / or a conversion of a carport into a garage.
5. NOTE: The Glencluster Community Association will not be held responsible for ensuring compliance with restrictions, utility easements, building setbacks, building codes, and/or other restrictions imposed by other local and/or state governing bodies or companies.
6. The owner shall be responsible for any damages to third parties caused by changes in the architectural change structure (risen from above articles and weather related events).

Please sign below, if this Indemnity and Hold Harmless Agreement is agreed upon by the owner in its entirety for the aforementioned property.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Date

**VERIFICATION**

STATE OF TEXAS           §  
  §  
HARRIS COUNTY           §

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\_\_\_\_\_  
Affiant

SWORN TO and SUBSCRIBED before me by \_\_\_\_\_  
on \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public in and for The State of Texas