

**Westbury Gardens Owners Association, Inc.**  
**HOME IMPROVEMENT APPLICATION**

Submit to: c/o Randall Management, 6200 Savoy, Suite 420, Houston, TX 77036  
Tel: 713-728-1126 option 4. Email: [am3@randallmanagement.com](mailto:am3@randallmanagement.com)

All exterior modifications to your property must be approved in advance by the Architectural Review Committee (ARC) of your homeowners association. The ARC will review your request to make sure that the improvement is consistent with the deed restrictions and compatible with the overall character and aesthetics of the community. Please provide as much detail as possible so that the ARC will properly understand your request. Without a complete description of your request, the application will be temporarily denied and returned pending receipt of the additional information requested. After you have completed this form, please return it along with specifications, material samples (if appropriate), plot plans, and/or drawings to Randall Management, Inc.

The ACC Committee has thirty (30) days from the date of receipt of an application in which to respond. No construction should begin prior to approval. Therefore, applicant should allow proper time for the approval process.

Homeowner's Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone: (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Describe the Improvement** (you must be specific - attach a sketch, drawing or photo)

\_\_\_\_\_  
\_\_\_\_\_

**Location of the Improvement** (attach a plot plan or sketch of location of the improvement)

\_\_\_\_\_  
\_\_\_\_\_

**Material To Be Used** (attach sample if appropriate)

Paint (paint chips required) \_\_\_\_\_ Brick (type/color) \_\_\_\_\_

Roof Shingles (manufacturer/color/weight) \_\_\_\_\_

Metal (type) \_\_\_\_\_ Wood (type/grade) \_\_\_\_\_

**Additional materials and/or comments** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Planned Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Planned Completion Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Who will perform the work** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

I certify that the above information is true and accurate to the best of my knowledge. Any changes from the above will nullify this application and/or its approval by the committee. Work begun or completed prior to written approval of this application is subject to penalty including, but not limited to, forced removal if the application is ultimately denied.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Committee use only:

**Approved:** \_\_\_\_\_ **Conditionally Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_