

Willow Pointe Homeowner 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: cmassistant@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 submit this completed form and return it along with specifications, material samples (if appropriate), plot plans, photographs and/or drawings to Randall Management, Inc. If enough information is not included for the ARC to make a valid judgement about the quality and appearance of the improvement, the Application will be temporarily denied and returned pending receipt of the additional information requested. The ARC has thirty (30) days from the date of receipt of an Application in which to respond. No construction should begin prior to approval and applicant should allow proper time for the approval process. I also understand that Randall Management will respond within 48-business hours to confirm receipt of this Application. If I do not receive confirmation, I understand that this ARC Application has not been received

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: ____/____/____

Signed: _____ Date: ____/____/____