



Rolling Fork Owners Committee, Inc.

(713) 937-4175 (Mailbox #0) or Action Property Management (713) 686-4692

Request for Home Improvement Application (ACC Form)

In an effort to maintain and protect each individual homeowner's rights and property value, it is required that any addition or change to the exterior of your home or property be approved by the Homeowners Association. The Request for Home Improvement application must be filled out, and written approval given, prior to any work being started. This includes fences, screen enclosures, satellite dishes, major landscaping additions, exterior painting (even if same color), etc. The deed restrictions and Architectural guidelines may be found at our website: <http://www.rollingforkhoa.com/pages>.

Owner's Name: _____ Home Phone: _____

Address: _____ Other Phone: _____

E-Mail: _____ Cell Phone: _____

Start Date: _____ Completion Date: _____

Describe the improvement you propose? (Example: patio cover, basketball goal, addition to house, solar panels, painting, roofing, etc.)

____ Fence	____ Paint	____ Patio/Arbor/Deck	____ Detached Bldg./ Shed
____ Satellite Dish	____ Landscaping	____ Solar Screens	____ New Construction
____ Roof	____ Repairs	____ Pool/Spa	____ Door replacement ____ Other

Be Specific: _____

Location of Improvement: (Check applicable areas)

____ Front of House ____ Back of House ____ Roof of House ____ Garage ____ Patio
____ Side of House ____ Other

Where is the **Other** improvement to be made? _____

Materials to be used for the proposed improvement:

(Check applicable areas and specify paint color, lumber type, screen type, etc., on the right. Be specific to prevent return of your application for more information.) ******Note: To meet approval of the Architectural Control Committee (ACC), colors and material samples must be submitted with request.*** ***

____ Paint Color(s) _____	____ Cement _____
____ Stain Color (s) _____	____ Pipe _____
____ Lumber Type(s) _____	____ Electrical _____
____ Lumber Grade _____	____ Fence _____
____ Brick Type(s) _____	____ Height _____
____ Screen Type _____	____ Other _____

What are **Other** materials? _____

Submit plans or draw a sketch of the proposed project on this form or submit as an attachment. Be sure to show street, house, and lot lines. If the addition is a room added to the home, or a patio cover or similar addition, draw two views of the proposed project from two angles showing its relationship to the home. Attach additional sheets if necessary.

By signing below, I understand the Architectural Control Committee will act on this request after receipt. I also understand that if enough information is not included in this **REQUEST FOR HOME IMPROVEMENT**, for the Architectural Control Committee to make a valid judgment about the quality and appearance of the improvement, it may be returned for more complete information. I agree not to begin the proposed improvement(s) until I have been notified of the Committee's decision.

I also understand that Action Property Management will respond within 48 business hours to confirm receipt of this form. If I do not receive confirmation, I understand that this Request for Home Improvement Application has not been received.

Furthermore, I understand that the above proposed home improvement must be completed within thirty (30) days after receiving approval while also implementing any and all conditions of said improvement. If the project is not completed within thirty (30) days, the approval is expired and a new Request for Home Improvement Application must be submitted.

Homeowners Signature

Date of Request

RETURN REQUEST TO:

Rolling Fork Owners Committee, Inc.
c/o Action Property Management
11118 Cypress North Houston
Houston, Texas 77065

Email: dr@actionproperty.net | Fax: 713-686-4694

FOR OFFICIAL USE ONLY

Date Received by ACC: _____

Date Approved: _____

Approval Sent Via: _____

Approval Conditions: _____

Date Disapproved: _____

Disapproval Notes _____

ACC Chairperson

Association President

ACC Committee Member

Association Director

ACC ADDITIONAL COMMENTS TO HOMEOWNER