

BAY COLONY PARKSIDE HOMEOWNERS ASSOCIATION  
c/o CREST MANAGEMENT CO.  
P.O. BOX 219320  
HOUSTON, TEXAS 77218-9320  
281-579-0761 ext. 614  
FAX: 281-579-7062  
[andreag@crest-management.com](mailto:andreag@crest-management.com)

Re: ACC Application:

Dear Resident:

Enclosed please find an ACC application for your home improvement or modification. Please note what is needed for your type of improvement and include with your Application Necessary forms, such as, photos, paint samples, solar screen samples, drawings, brochure, lot survey, and your signature are examples of what is needed for us to complete your request in a timely manner. If these items are not submitted with your application, your request is denied and returned back to you for completion. Please read the application carefully.

- ◆ **A LOT SURVEY IS AN ARCHITECTURAL DRAWING OF YOUR PROPERTY SHOWING YOUR HOME, EASEMENTS, AND BUILDING LINES. A COPY USUALLY COMES WITH YOUR CLOSING PAPERS.**
- ◆ **Please SHOW on the survey in a distinguishable color the location of your project.**

You will be notified by letter after the ACC committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding your forms, please contact, Andrea Garcia, at 281-579-0761 EXT 627.

Sincerely,  
CREST MANAGEMENT

Heather Monteverde  
Agent for the Association

**IMPORTANT:  
REMEMBER: WITHOUT PROVIDING EVERYTHING NEEDED—  
YOUR APPLICATION WILL BE DENIED AND RETURNED TO YOU FOR COMPLETION.  
THIS WILL DELAY YOUR PROCESS.**

9/16/2011

Enc:

**BAY COLONY PARKSIDE HOMEOWNERS ASSOCIATION**

c/o Crest Management Company

P.O. Box 219320

HOUSTON, TEXAS 77218-9320

PHONE: 281-579-0761 FAX: 281-579-7062

**APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS**

**PLEASE ALLOW AT LEAST 30 DAYS FOR ANSWER--YOU WILL BE NOTIFIED BY LETTER**

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvement(s) and/or change(s) to their home or property submit an **"Application for Home Improvements and Modifications"** to the Architectural Control Committee. If any change is made that has not been approved, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property. Approved projects must be completed within 90 days of approval or be re-submitted.

**HOMEOWNERS INFORMATION**

<b>NAME</b>		<b>SUBDIVISION:</b>
<b>ADDRESS</b>		<b>DATE:</b>
<b>HOME PHONE No.</b>	<b>WORK PHONE No.</b>	

**TYPE OF IMPROVEMENT OR MODIFICATION AND REQUIREMENTS:**

**\*\*\*\*\*EVERYTHING BELOW REQUIRES A LOT SURVEY EXCEPT PAINTING, SCREENS, ROOF AND DOOR. COLOR SAMPLES, MATERIALS, DIMENSIONS, DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND MOST NEED PICTURES. (SEE BELOW) WITHOUT NECESSARY ITEMS—YOUR APPLICATION IS DENIED AND RETURNED TO YOU FOR COMPLETION.**

<b>BASKETBALL GOAL (PERMANENT)—PICT/DIM</b>	<b>PATIO-SEE REQUIREMENTS BELOW</b>	<b>STORAGE BUILDING-SEE REQUIREMENTS BELOW</b>	<b>POOL/SPA-SUPPLIED BY POOL COMPANY</b>
<b>PLAY EQUIP OR SWING SET PICTURES / DIMENSIONS</b>	<b>PATIO COVER/ARBOR/GAZEBO ROOM ADDITION-SEE BELOW</b>	<b>STORM DOOR -PICTURE (FRONT) (BACK)</b>	<b>DECK-DRAWING/DIMENSIONS</b>
<b>SOLAR SCREENS- SCREEN SAMPLE &amp; WHAT WINDOWS</b>	<b>LANDSCAPE, TREE REMOVAL OR TREE PLANTING,</b>	<b>YARD ART-PICTURES/ DIMENSIONS</b>	<b>SHUTTERS- PICTURE PAINT SAMPLE</b>
<b>SATELLITE DISH-LOCATION</b>	<b>FENCE-HEIGHT/STAIN SAMP</b>	<b>GUTTERS/SIDING-COLOR SAMPLE</b>	<b>LOW VOLTAGE LANDSCAP. LIGHTS-PICT</b>
<b>EXTERIOR PAINTING-SAMPLE</b>	<b>SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS</b>	<b>ROOF- SHINGLE SAMPLE &amp; # OF WARRANTY YEARS</b>	<b>OTHER</b>

**If OTHER Please Describe**

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<b>WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?</b>	<b>PHONE NUMBER ( )</b>
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**\*\*\*ANY PAINTING OR STAIN MUST HAVE COLOR SAMPLES PROVIDED OR YOUR APPLICATION WILL BE RETURNED**

<b>PAINTING OR STAIN: PLEASE STATE NEW PAINT COLOR &amp; PROVIDE SAMPLE:</b>	<b>PORTION OF HOUSE TO BE PAINTED:</b>
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<b>TRIM COLOR: (INCLUDE SOFFIT, FASCIA, AND WINDOW TRIM)- PROVIDE PAINT SAMPLE</b>	<b>ACCENT COLOR (INCLUDES SHUTTERS, WINDOWS HOODS &amp; EXTERIOR DOORS)-PAINT SAMPLE</b>
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<b>SATELLITE DISH: STATE SIZE OF DISH</b>	<b>STATE LOCATION/PLACEMENT OF DISH—SHOW ON LOT SURVEY:</b>
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**\*\*\*STORAGE BUILDING, PATIO OR PATIO COVER, GAZEBO OR ARBOR APPLICATION MUST HAVE A PHOTO, BROCHURE, OR DRAWING; DIMENSIONS, MATERIALS, COLOR, AND A LOT SURVEY SHOWING LOCATION OR YOUR APPLICATION WILL BE RETURNED**

<b>HEIGHT OF BUILDING OR PATIO COVER AT HIGHEST PEAK:</b>	<b>DIMENSIONS OF BUILDING / PATIO</b>	<b>SQUARE FOOTAGE OF BUILDING / PATIO</b>
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**WHERE IN YOUR YARD IS THIS LOCATED: SHOW LOCATION/ PLACEMENT OF BUILDING, PATIO, AND COVER, GAZEBO, OR ARBOR ON LOT SURVEY: (PROVIDE LOT SURVEY)**

◆ (A LOT SURVEY IS A DRAWING OF YOUR PROPERTY SHOWING EASEMENTS. THIS CAME WITH YOUR CLOSING PAPERS)  
**WE NEED TO KNOW HOW YOUR IMPROVEMENT WILL LOOK WHEN FINISHED**  
**Materials Necessary for Proposed Improvement or Modification (SOLAR SCREENS REQUIRE A SAMPLE OF MATERIAL)**

Circle what you will use in your project:		Lumber Screen	Brick Fence	Cement Electrical	Pipe Other
If OTHER please describe					
Lumber Type		Brick Type		Screen Type: Location of windows to screen ( NEED SAMPLE )	
Fencing Material ( PROVIDE LOT SURVEY )				Height of Proposed Fence	

**PLEASE READ BELOW AND FOLLOW INSTRUCTIONS SO APPLICATION WILL BE PROCESSED TIMELY  
 IF THE NECESSARY ITEMS ARE NOT PROVIDED, YOUR APPLICATION WILL BE DENIED UNTIL WE RECEIVE THESE**

All applications must include a lot plan/survey which shows the house, lot lines and easements. In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail. A copy of any applicable city/county permits must be included. Please include a sample of all improvements! (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) If you should have any questions, please contact: .

**CREST MANAGEMENT at 281-579-0761.**

In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements, falsification or omission of information shall be grounds for denial of this application. I further understand that the Architectural Control Committee has thirty (30) days upon receipt to review my application and I agree not to begin property improvements or modifications until the Committee notifies me, in writing, of their decision. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

HOMEOWNERS SIGNATURE:	DATE:
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MAIL COMPLETED FORM TO : **CREST MANAGEMENT CO.  
 P.O. BOX 219320  
 HOUSTON, TX. 77218-9320**

**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

DATE APPLICATION FORWARDED TO THE COMMITTEE: _____	
RECOMMENDATION OF THE COMMITTEE:	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
COMMENTS:	
ACC SIGNATURE 1:	DATE:
ACC SIGNATURE 2:	DATE:
ACC SIGNATURE 3:	DATE: