

**RAINSONG HOME OWNERS ASSOCIATION**

**c/o CREST MANAGEMENT CO.**

**P.O. BOX 219320**

**HOUSTON, TEXAS 77218-9320**

**281-579-0761 ext. 6214**

**FAX: 281-579-7062**

**[andrag@crest-management.com](mailto:andrag@crest-management.com)**

Dear Resident:

Re: ACC Application:

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 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

Andrea Garcia  
Agent for the Association

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

**9/20/2011**

**Enc:**

**REQUEST OF HOME IMPROVEMENT APPROVAL—RAINSONG ACC APPLICATION  
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>	

**REQUIREMENTS LISTED BELOW FOR: IMPROVEMENT OR MODIFICATION**

**\*\*\*\*\* WITH THE EXCEPTION OF PAINTING, SCREENS, ROOF AND DOOR EVERYTHING ELSE REQUIRES A LOT SURVEY. 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 FOR COMPLETION AND RESUBMITTAL**

**CHECK BOX BELOW OF PROPOSED IMPROVEMENTS (REQUIREMENTS NEEDED LISTED IN EACH BOX- PLUS LOT SURVEY)**

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

**If OTHER PLEASE DESCRIBE**

<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>	<b>COLOR OF YOUR BRICK:</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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**\*\*\* ROOM ADDITION, ENCLOSED PATIO, STORAGE BUILDING, PATIO OR PATIO COVER , GAZEBO OR ARBOR APPLICATIONS MUST HAVE: A PHOTO, BROCHURE, OR DRAWINGS; DIMENSIONS; MATERIALS USED; PAINT, AND SCREEN SAMPLES; AND A LOT SURVEY SHOWING LOCATION OF IMPROVEMENT OR YOUR APPLICATION WILL BE RETURNED**

<b>HEIGHT OF BUILDING OR PATIO COVER AT HIGHEST PEAK:</b>	<b>WIDTH:</b>	<b>LENGTH:</b>	<b>SQUARE FOOTAGE OF BUILDING / PATIO</b>
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**SHOW ON SURVEY WHERE IN YOUR YARD YOUR MODIFICATION , PROJECT, BUILDING, CHANGE OR ADDITION IS LOCATED: (PROVIDE LOT SURVEY WITH LOCATION DRAWN ON IT) THIS IS ESSENTIAL.**

◆ (A LOT SURVEY IS A DRAWING OF YOUR PROPERTY SHOWING EASEMENTS AND BUILDING LINES. THIS CAME WITH YOUR CLOSING PAPERS)

◆ WE NEED TO KNOW HOW YOUR IMPROVEMENT WILL LOOK WHEN FINISHED  
Materials Necessary for Proposed Improvement or Modification

<b>Circle what you will use in your project:</b>				
	Lumber	Brick	Cement	Pipe
	Screen	Fence	Electrical	Other
If OTHER please describe				
Lumber Type	Brick Type	Screen Type: Location of windows to screen ( NEED NAME AND SAMPLE OF SCREEN		
Fencing Material ( PROVIDE LOT SURVEY) If staining—must have color sample:			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 AND RETURNED FOR  
COMPLETION AND RESUBMITTAL.**

<p><b>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:</b></p> <p align="center"><b>CREST MANAGEMENT at 281-579-0761.</b></p> <p><b>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 at least 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.</b></p>	
<b>HOMEOWNERS SIGNATURE:</b>	<b>DATE:</b>

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**  **DENIED**

COMMENTS:


ACC SIGNATURE 1:	DATE:
ACC SIGNATURE 2:	DATE:
ACC SIGNATURE 3:	DATE: