

QUAIL VALLEY FUND
c/o FirstService Residential
3603 Glenn Lakes Ln
Missouri City, TX 77459
Phone: (281) 499-8371 • Fax: (281) 499-6621

REQUEST FOR ARCHITECTURAL COMMITTEE REVIEW OF A PROPOSED HOME IMPROVEMENT

1 PROPERTY OWNERSHIP AND DESCRIPTION

OWNER: _____ ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ FAX PHONE: _____

SUBDIVISION: _____ SECTION: _____ LOT: _____ BLOCK: _____

2 IMPROVEMENT PROPOSED (CHECK AS PROPOSED)

LANDSCAPING SWIMMING POOL PATIO COVER ROOM ADDITION BIRD HOUSE
 CONCRETE OR BRICK PATIO ADDITION OR EXTENSION WOODEN DECK ADDITION OR EXTENSION
 WOODEN FENCE ADDITION OR EXTENSION DECORATIVE STEEL OR ALUMINUM DRIVEWAY GATE
 EXTERIOR LIGHTING EXTERIOR PAINTING SWING SET OR PLAY STRUCTURE GAZEBO
 DECORATIVE APPURTENANCE SATELLITE DISH OR ANTENNAE WINDOW SCREENING
 STORM DOOR AIR VENT OR WIND TURBINE CONCRETE OR BRICK DRIVEWAY ADDITION
 DETACHED GARAGE ADDITION OR MODIFICATION ROOFING VINYL TRIM/SIDING SIGN
 BASKETBALL GOAL MOUNTED FLAG POLE OTHER: _____

3 CONTRACTOR (WRITE OWNER BELOW IF OWNER PROPOSES TO ACT AS HIS/HER OWN CONTRACTOR)

NAME: _____ ADDRESS: _____

PHONE: _____ FAX PHONE: _____

IF BY OWNER, STATE QUALIFICATIONS FOR DOING IMPROVEMENT YOURSELF: _____

4 REQUIRED SUBMITTALS (CHECK AS APPROPRIATE)

COPY OF LOT SURVEY SHOWING LOCATION OF IMPROVEMENT(S) (*REQUIRED WITH ALL PROPOSED IMPROVEMENTS THAT MODIFY HOME, GARAGE, DRIVEWAY, PATIO OR YARD*)

PLANS AND SPECIFICATIONS (*REQUIRED AS ABOVE*)

PROPOSED EXTERIOR PAINT COLOR: _____ (*STATE COLOR HERE AND ATTACH SAMPLE*)

EXISTING PAINT COLOR: _____ (*REQUIRED FOR EXTERIOR PAINTING*)

EXISTING BRICK COLOR: _____ (*REQUIRED FOR EXTERIOR PAINTING*)

INCOMPLETE SUBMITTAL PACKAGES WILL DELAY REVIEW PROCESS. SUBMITTAL OF COLOR PHOTOS ARE REQUESTED AND IN SOME CASES MAY BE REQUIRED BY ACC. COLOR PHOTOS MAY SPEED REVIEW PROCESS.

5 WRITTEN DESCRIPTION OF PROPOSED IMPROVEMENT(S)

PROVIDE A DETAILED DESCRIPTION OF THE IMPROVEMENT(S) PROPOSED. DISCUSS, AS APPROPRIATE, SIZE, LOCATION, DIMENSIONS, HEIGHT, COLOR, MATERIALS TO BE USED. SPECIFY A DESIRED START DATE AND AN ANTICIPATED COMPLETION DATE FOR THE IMPROVEMENT(S).

6 NOTICES:

UTILITIES

WITH THE EXECPTION OF FENCES, IMPROVEMENTS THAT PROPOSE EXCAVATION OR DIGGING WITHIN THE LIMITS OF UTILITY EASEMENTS IS DISCOURAGED AND IN MOST WILL NOT BE APPROVED BY THE ACC. BEFORE DIGGING OR EXCAVATING ANYWHERE IN YOUR YARD, CALL THE GAS, POWER, TELEPHONE AND CABLE COMPANIES FOR STAKING OF THE LOCATION OF DISTRIBUTION AND SERVICE LINES. SOME LINES ARE LOCATED IN EASEMENTS AND SOME ARE NOT.

CONTACT CALL BEFORE YOU DIG.

ACC RESPONSE

A FORMAL RESPONSE SHOULD BE FORTHCOMING TO THE HOMEOWNER FROM THE ACC WITHIN THIRTY (30) WORKING DAYS. *TO AVOID POSSIBLE DELAYS, FILL OUT THE ACC FORM COMPLETELY AND INCLUDE ALL REQUIRED SUBMITTALS.*

7 OWNER'S ACKNOWLEDGEMENT

THE UNDERSIGNED REQUESTS ARCHITECTURAL CONTROL COMMITTEE (ACC) REVIEW OF THE IMPROVEMENT(S) PROPOSED HEREIN IN ACCORDANCE WITH THE COVENANTS, CONDITIONS AND RESTRICTIONS OF QUAIL VALLEY FUND HOA IT IS UNDERSTOOD THAT THE ASSOCIATION MAY REQUIRE REMOVAL OR MODIFICATION OF ANY IMPROVEMENT(S) MADE PRIOR TO ACC REVIEW. IT IS FURTHER UNDERSTOOD THAT MODIFICATIONS OR ADDITIONS TO STRUCTURES OR NEW STRUCTURES MAY REQUIRE A CITY OF MISSOURI CITY BUILDING PERMIT FOR WHICH APPLICATION SHALL BE MADE SEPARATELY BY THE OWNER.

SIGNATURE OF HOMEOWNER: _____ **DATE:** _____

8 FOR ARCHITECTURAL CONTROL COMMITTEE USE ONLY

REQUEST: **ACCEPTED** **DENIED** **DENIED & RETURNED FOR MORE INFORMATION**

ACC COMMENTS: _____

ACC ACKNOWLEDGEMENT(S): _____ **DATE:** _____

By: _____ **By:** _____