

# Timberlake Estates Property Owners Association

TEPOA • P.O. Box 452 • Cypress, TX, 77410-0452

## HOME IMPROVEMENT REQUEST

In order to protect each individual homeowner's property value and privacy, it is required for any property owner planning improvements or changes to their deeded property, including landscaping, to submit a home improvement request. This request is reviewed by the Architectural Control Committee (ACC) to ensure compliance with deed restrictions, local statutes and to protect neighboring homeowners. Please note the following:

- If any changes are made that have not been approved, the ACC has the right to ask the property owner to remove the improvement.
- A site plan, paint samples, roofing samples, photos, brochures and drawings must be submitted with this application. If all applicable items are not submitted, this request may automatically be denied and this application will be returned to you automatically.
- If the form is not completed in its entirety, it will be returned to you without approval

Request Date: \_\_\_\_\_

Planned Start Date: \_\_\_\_\_ Planned Completion Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phones - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cel: \_\_\_\_\_

Email address: \_\_\_\_\_

NOTE: The association will not be held responsible for ensuring compliance with restrictions, utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies.

1. What is the nature of the change or improvement to your property? Place an "X" on the \_\_\_\_\_ for all that apply.

- \_\_\_\_\_ Build A House - attach samples of all exterior colors being used
- \_\_\_\_\_ New Roof - attach color sample(s)
- \_\_\_\_\_ New Siding Or Brick - attach color sample(s)
- \_\_\_\_\_ Exterior Paint - attach color sample(s)
- \_\_\_\_\_ Landscaping
- \_\_\_\_\_ In Ground Swimming Pool
- \_\_\_\_\_ New Or Replacement Fence - attach color sample(s) if it is to be painted
- \_\_\_\_\_ Septic System
- \_\_\_\_\_ Basketball Goal
- \_\_\_\_\_ Patio - attach color sample(s)
- \_\_\_\_\_ Other - please specify and attach color sample(s) \_\_\_\_\_

2. The change or improvements will be located where?

- \_\_\_\_\_ Front of House
- \_\_\_\_\_ Left Side Of House (when facing the house)
- \_\_\_\_\_ Right Side Of House (when facing the house)
- \_\_\_\_\_ Back Of House
- \_\_\_\_\_ Front Yard
- \_\_\_\_\_ Back Yard
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

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3. Describe in detail the change or improvement requested. Attach a copy of the plot with any elevation changes.

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4. Who will perform the actual work? Place an "X" on the \_\_\_\_\_ for all that apply  
\_\_\_\_ Property Owner  
\_\_\_\_ Contractor - Provide Name, Address and Phone Number of Contractor

\_\_\_\_\_

I understand that the Architectural Control Committee has up to thirty (30) days but will act upon this request as quickly as possible and contact me regarding their approval or disapproval. **I agree not to begin on the property changes or improvements until the ACC informs me of their approval.**

### **INDEMNITY AND HOLD HARMLESS AGREEMENT**

Homeowner agrees to and will indemnify and hold harmless the Association, it's Officers, Directors, Members, Employees, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damage to any property arising out of or in connection with the above referenced ACC request, including where such injuries, death, or damage are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete form and return to:           TEPOA  
  P.O. Box 452  
  Cypress, TX 77410-0452

### **DO NOT WRITE BELOW THIS LINE**

### **TEPOA ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

\_\_\_\_ APPROVED with the following restrictions, if any:

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\_\_\_\_ DISAPPROVED for the following reasons:

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Architectural Control Committee Signatures: (four signatures required)

\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_ Date: \_\_\_\_\_