

KINGWOOD GLEN VILLAGE COMMUNITY ASSOCIATION, INC.
REQUEST FOR HOME IMPROVEMENT APPROVAL

To protect each individual Homeowner's rights and values, it is required that any Homeowner considering improvements and/or changes to the exterior of their home or property submit a REQUEST FOR HOME IMPROVEMENT to the Architectural Review Committee for approval. **Approval must be received before commencing any project.** If any change is made that has not been approved, the Association has the right to ask the Homeowner to remove the improvement(s) and/or change(s) from the property. **Please complete the application and sign it before submitting it. For a complete set of the guidelines visit the community website at www.kingwoodglenvillage.com**

PLEASE PRINT LEGIBLY

Date _____

Owner Name _____

Address _____

Home Phone _____ Cell Phone _____

Contractor Name & Phone Number _____

Projected Start Date _____ Projected Completion Date _____

Provide brief description of improvement _____

Email: _____

***Communication regarding pending applications will be sent via email. Please ensure that a current email address is listed above. If you do not use email, please enter "Not Applicable" in the email field above.**

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TYPE OF IMPROVEMENT/CHANGE: Please check one that applies. (One improvement per application except for house with a garage)

☐ **House/Garage** ☐ **Pool/Jacuzzi** ☐ **Fence/Gate** ☐ **Other (gazebo, other structure)** ☐ **Standby Generator**

All improvements must be shown on a plot plan showing location of easements, existing building and structures, the proposed location of the improvement, and applicable building setback lines.

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House/Garage

Paint projects should include color samples for all colors involved. Each exterior color must be an acceptable shade of an earth tone color. If color listed on application is not definitive enough to determine acceptability (i.e. white or grey) then approval of application may be delayed until samples are provided.

Main Dwelling Color _____

Trim Color (Soffit, Fascia Boards, Window Trim) _____

Accent Color (Shutters, Window Hoods, Doors) _____

Roof Material _____ Roof Color _____

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Pool/Jacuzzi

A lot plan showing easements, existing improvement, proposed pool, deck, and equipment must accompany the application. Drawings must be provided with a description of materials and colors.

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Fence/Gate

Drawings must be provided to show plan dimensions and elevation of fence or gate. Provide a description of materials and colors to be used.

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Other (gazebo, outdoor kitchen, other)

If you are building a structure with walls and a roof, you must include an elevation drawing showing the dimensions of the structure, especially the height. If space provided is not adequate then please attach a letter with additional detail.

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Standby Electric Generator

Include a site plan showing the proposed location of the Standby Electric Generator, the type of screening to be used and a copy of the manufacturer's brochures.

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Basketball Goal - must submit:

1. Lot survey with location of the basketball goal indicated
2. Description
 - a. Color of net, pole/base and backboard
 - b. If garage mounted, state color of supports and how attached to roof

I understand that the Association's Architectural Review Committee will act on this request as quickly as possible and contact me regarding their decision. I agree not to begin property improvements/changes until the Architectural Review Committee notifies me of their approval.

I understand and agree that it is the duty of the Owner and any contractor or consultant employed by the Owner to determine that the proposed improvement is structurally, mechanically, and otherwise safe, and that it is designed and will be constructed in accordance with the Covenants and Restrictions applicable to the Lot. I agree that neither the Association, or any Director, Officer, Committee, Managing Agent, or member or employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or non-approval of this application or any facet thereof. I hereby release, indemnify and hold harmless the Indemnified Parties harmless from any claim, liability, damage, suit and attorney's fees arising out of any action or omission of any of the Indemnified Parties with regard to this application and in regard to the design plan review, construction or inspection of the proposed improvements, including any claims, liability, damages, suits and attorney's fees resulting from the negligent acts of one or more of the Indemnified Parties.

Signature of Property Owner

Date

Signature of Contractor/Builder

Date

RETURN TO:

**FirstService Residential
2002 Timberloch Place, Suite 650
The Woodlands, TX 77380
Fax 888-569-1155
Email contactus.tx@fsresidential.com (unless a sample is needed)**

PLEASE NOTE: THE KINGWOOD GLEN VILLAGE ARCHITECTURAL REVIEW COMMITTEE HAS FORTY-FIVE (45) DAYS FROM THE DATE THE APPLICATION IS RECEIVED TO REVIEW APPLICATIONS AND RESPOND TO REQUESTS. THANK YOU FOR YOUR UNDERSTANDING.

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ARCHITECTURAL REVIEW COMMITTEE USE ONLY

☐ Approved subject to _____

☐ Not Approved – Reason _____

Approval Signature

Approval Signature

Approval Signature

Approval Signature