

HIGHLAND KNOLLS HOME OWNERS ASSOCIATION

c/o CREST MANAGEMENT CO.

P.O. BOX 219320

HOUSTON, TEXAS 77218-9320

281-579-0761 ext. 612

FAX: 281-579-7062 (please do not fax pictures)

E-mail: dale.caskey@crest-management.com

Dear Resident:

Re: Exterior Modification Application

Enclosed please find an Exterior Modification 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, other than black ink, the location of your project.
 - ◆ Faxed pictures come across as a solid black picture, so please mail or e-mail pictures. Faxed pictures cannot be used.
- ◆ **FOR POOL or SPA APPLICATIONS:**
- ◆ \$1,000 deposit is required from either the home owner or pool contractor at the time of the application submittal. It will be returned if no damages occur to common areas, sidewalks or curbs during the pool installation.

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 me direct at 281-945-4612.

Sincerely,
CREST MANAGEMENT

Dale Caskey
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.**

REQUEST OF HOME IMPROVEMENT APPROVAL---HIGHLAND KNOLLS

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

PLEASE ALLOW AT LEAST 30 DAYS FOR ANSWER--YOU WILL BE NOTIFIED BY LETTER
PLEASE READ CAREFULLY AND FOLLOW DIRECTIONS FOR A TIMELY ANSWER:

HOMEOWNERS INFORMATION

NAME		SUBDIVISION: OAK PARK TRAILS - HIGHLAND KNOLLS HOA	
ADDRESS			DATE:
HOME PHONE #: WORK PHONE #:	EMAIL ADDRESS:		

REQUIREMENTS :TYPE OF IMPROVEMENT OR MODIFICATION

WITH THE EXCEPTION OF PAINTING, SIDING, SCREENS, ROOF AND DOOR **EVERYTHING BELOW** 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 TO YOU FOR COMPLETION AND RE-SUBMITTAL

CHECK BOX OR CIRCLE BELOW OF PROPOSED IMPROVEMENTS (**OTHER REQUIREMENTS LISTED IN BOX**)

PLAY EQUIP, TRAMPOLINE BASKETBALL GOAL, FORT- PICT, DIM, HT, LOT SURV	STORAGE SHED-, PICT, DIMENSIONS, LOT SURVEY, SHED COLOR	POOL/SPA-DRAWINGS SUPPLIED BY POOL CO. \$1,000 DEPOSIT	STORM DOOR /REPLACE FRONT OR GARAGE DOOR— PICT / COLOR SAMPLE
LOW VOLTAGE LANDSCAPE LITES -- PICT & LOCATION	PATIO COVER/ARBOR/GAZEBO ROOM ADDITION-SEE BELOW	GUTTERS-/SIDING/HARDI PLANK-- COLOR SAMPLE	DECK/ PATIO SLAB DRAWING/DIMENSIONS
SOLAR SCREENS/WINDOW FILM OR TINT- SAMPLE & WHAT WINDOWS	LANDSCAP, ROCKS, TREE REMOVAL, TREE PLANTING- LOCATION & PICT	YARD ART: STATUE, POTS BENCH, FOUNTAIN, BIRD BATH, ETC.- PICT. & DIM	SIDEWALK, LANDSCAPE BORDER, DRIVE EXT. -PICT, DIM, MATERIALS
SATELLITE DISH-LOCATION SIZE, PICT	NEW FENCE OR RELOCATE HEIGHT/STAIN SAMP	WROUGHT IRON FENCE/GATE PICT / DIMENSIONS	SHUTTERS- PICTURE COLOR SAMPLE
EXTERIOR PAINTING/STAIN COLOR SAMPLE	SPRINKLER SYSTEM-SHOW LOC. OF SPRINKLER HEADS	ROOF- SHINGLE SAMPLE # WARRANTY YRS _____	Other :describe below
IF PAINTING: WHAT -COLOR IS YOUR BRICK? BRICK: _____ CIRCLE PART OF HOME TO PAINT: 1. MAIN PORTION: 2. TRIM: (SOFITS, FASCIA BOARDS, & WINDOWS) 3. ACCENTS: (SHUTTERS, WINDOW HOODS, AND EXT DOORS) Who will do the actual work : _____ phone # _____		MATERIALS TO BE USED: Lumber _____ Brick _____ Cement _____ Pipe _____ Screen _____ Fence _____ Electrical _____ Other: _____	

****STORAGE BUILDING, PATIO OR PATIO COVER ,GAZEBO OR ARBOR APPLICATION REQUIRES A PHOTO, BROCHURE, OR DRAWING; DIMENSIONS, MATERIALS, COLOR, AND A LOT SURVEY SHOWING LOCATION OR YOUR APPLICATION WILL BE RETURNED

HEIGHT _____ **WIDTH** _____ **LENGTH** _____ SQUARE FOOTAGE _____ OF PATIO /BUILDING/ YARD ART/ ANY STRUCTURE

***** A COPY OF YOUR LOT SURVEY WITH THE IMPROVEMENT DRAWN IN MUST BE SUBMITTED WITH ANY APPLICATION FOR ANY STRUCTURE OF ANY TYPE TO BE PLACED IN EITHER YOUR FRONT OR BACK YARD. (YOU RECEIVED A LOT SURVEY SHOWING YOUR EASEMENTS AT YOUR CLOSING)

HOME OWNER'S SIGNATURE _____

DATE: _____

MAIL APPLICATION TO: CREST MANAGEMENT CO. PO BOX 219320 HOUSTON, TX 77218 phone: 281-579-0761

◆ COMMITTEE USE BELOW

Approval _____ Denial _____ COMMITTEE SIGNATURE: _____
Comments:

**ITEMS NECESSARY FOR HOME (SOMETHING TO KEEP IN FILES)
IMPROVEMENTS / MODIFICATIONS APPLICATION APPROVAL**

Failure to submit all required information will result in the application being denied and returned back to you asking for completion and resubmission.

With the exception of roof, door, painting, screens, shutters and siding EVERYTHING ELSE requires a lot survey with the project's location drawn on survey. MOST needs pictures, materials used to make project, and samples of materials. DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK.

We need to know what your project will look like after completion.

IF YOU ARE APPLYING FOR: (find project and submit necessary items)

1. PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.: you must submit 2 drawings -a side view and a front view- showing how the structure will look -: Indicate dimensions, including height from ground to highest peak, color, materials and roofing. Provide photos or brochure and show the placement on the lot survey. Provide roof & paint samples.
2. PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC: you must submit a photo, brochure or drawing. Indicate size, height, color, materials, dimensions, etc. and show the placement on the lot survey.
3. POOL / SPA: you must indicate on the lot survey the location of the pool / spa, pool equipment, and any decking. Also show any slides or other structures that would be over three (3) feet high. Please indicate how they will access the backyard.(Pool Company will supply this for you). **A \$1,000 DEPOSIT BY HOME OWNER OR CONTRACTOR REQUIRED. IT IS REFUNDED IF NO DAMAGE OCCURS TO COMMON AREAS, SIDEWALKS OR CURBS.**
4. STAIN, EXTERIOR PAINTING, GUTTERS, SIDING, OR HARDIPLANK: please submit sample of COLOR of stain, paint or siding material, even if using the same existing color.
5. NEW ROOFING: please submit roofing shingle sample and number of warranty years of shingles.
6. NEW FRONT DOOR, STAINING DOOR, OR STORM DOOR: Please provide photo or brochure and color sample. If STAINING door, please provide stain color sample.
7. SOLAR SCREENS, WINDOW FILM / TINT OR REPLACING WINDOWS: please provide screen or film samples and what windows you are adding this to. If replacing windows, state what windows you are replacing and send photos or brochure to show look.
8. WROUGHT IRON GATE OR FENCE, BURGLAR BARS: please submit drawing, photo, brochure, color, dimensions, and indicate placement on a lot survey.
9. FOR DECKING OR PATIO: please indicate location on lot survey, materials to be used, and dimensions including height of decking.
10. CONCRETE WORK (SIDEWALKS, DRIVEWAY, PATIO SLAB ETC.) please show location on lot survey and dimensions. Include a picture.
11. SATELLITE DISH OR ANTENNAE: please give size of dish or height of antennae and show placement on the home. If not located on home, indicate placement on a lot survey. Please provide photo of antennae.
12. YARD ART / DECORATIONS (BIRD BATHS, POTS, BENCHES, STATUES, SWING, SIGNS, WATER FOUNTAIN, ETC): submit photo or brochure, give dimensions, and show placement on lot survey.
13. LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING: please submit all details showing placement on lot survey. Provide picture of border.
14. WOOD FENCE OR MOVING FENCE: please advise of height of fence, materials, and show location change on lot survey. IF STAINING, please provide stain color sample.
15. LANDSCAPING LIGHTS, or SPRINKLER SYSTEM please show placement of all lights and all sprinkler heads on lot survey. Please provide a photo or brochure of the appearance of the landscaping lights and wattage of lights.
16. SHUTTERS: need photo or brochure showing the look and paint color sample. State what windows.
17. STORAGE SHED: need photo or brochure, dimensions including height from ground to highest peak, color, materials, and draw location on lot survey.

PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY!

DO NOT FAX PICTURES-THEY DO NOT COME OUT

dale.caskey@crest-management.com

PHONE: 281-579-0761

MAIL TO: CREST MANAGEMENT Co. P. O. Box 219320

HOUSTON, TX 77281