

NORTHMEAD VILLAGE
HOME IMPROVEMENT REQUEST FORM

To preserve the appearance and value of your neighborhood, it is required that all improvements to the exterior of any home or lot be approved by the Architectural Review Committee (ARC). If any improvement or change is made without the prior consent of the ARC, the Association may require the owner to return the property to its original condition at the owner's expense. The approval process takes approximately thirty days, and you will be notified of the results by mail. Please be advised that the ARC is not responsible for ensuring compliance with local or state codes or requirements. All required permits and easement encroachment violations are the responsibility of the homeowner.

Please complete the entire form and return to the address shown below:

Name: _____ **Property Address:** _____

Home Phone #: _____ **Work Phone #:** _____

Subdivision: _____ **Mailing Address:** _____

TYPE OF IMPROVEMENT/CHANGE PROPOSED: _____

PAINTING - If painting the exterior of your home, please complete the following questions and you **must** submit paint samples of not less than 1" x 1" in size for each color proposed (the approved color wheel can be viewed at the Copperfield Community Center located at 15409 Willow River Drive. For information on hours of operation call them at (281) 856-9060):

Existing brick color: _____

PROPOSED COLOR TO BE USED FOR:

Main portion of house: _____

Trim: _____

Garage door (must be either the same color as the main or trim): _____

Accents (i.e. shutters, doors, window hoods): _____

STRUCTURES - If you are building or remodeling a structure with walls and/or a roof, you **must** include an elevation drawing showing the dimensions of the structure, especially the height. You must also submit:

1. Lot survey, or a detailed drawing of the lot dimensions including placement of existing structures, with the location of the new structure indicated.
2. Type of materials to be used.

3. Dimensions of the structure, i.e. height, width and length.
4. Samples of roofing material and paint.

BASKETBALL GOAL - You must submit the following:

1. Lot survey, or a detailed drawing of the lot dimensions including the placement of existing structures, with the location of the basketball goal indicated.
2. Color of net, pole, base and backboard
3. If garage mounted, state color of supports and how attached to roof:

ALL OTHERS – You must submit the following (if applicable):

1. Brochures/photos.
2. Lot survey or detailed lot plan with location of proposed improvement.
3. Description of materials to be used.
4. Samples, i.e. roof shingles.

Please sign, date and complete under the appropriate wording:

(A) 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.

Estimated Start Date_____

Estimated Completion Date_____

Homeowner’s Signature

Date

-OR-

(B) The improvements/changes stated herein have already been completed.

Homeowner’s Signature

Date

Return to:

Graham Management

2825 Wilcrest Dr. #600

Houston, TX 77042

(713) 334-8000 Fax (713) 334-5055