

# LAKES OF FAIRHAVEN HOMEOWNERS' ASSOCIATION, INC.

## REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to provide and protect each individual Homeowner's rights and values, it is required that any Homeowner or group of owners considering improvements and/or changes to their home or property, including landscaping, submit a REQUEST FOR HOME IMPROVEMENT APPROVAL to the Architectural Review Committee for planned improvements and/or changes. 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 fill out this form in COMPLETE detail.      DATE: \_\_\_\_\_

Name of Owner \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Address Where Construction is to be performed: \_\_\_\_\_

Home Phone \_\_\_\_\_ Business/Cell Phone \_\_\_\_\_

Please circle lot type: Interior or Lake View      Primary E-Mail Address: \_\_\_\_\_

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Type of improvement/change proposed: \_\_\_\_\_

**1.      Painting:**

Color of Brick \_\_\_\_\_

Color to be used for: (include samples for each area)

Main portion of house \_\_\_\_\_  
(Including Garage Doors)

Trim \_\_\_\_\_  
(Soffit, Fascia Boards, Window Trim)

Accents \_\_\_\_\_  
(Shutters, Window Hoods, Doors)

**2.      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

\_\_\_\_\_  
\_\_\_\_\_

**3.      Roof:**

1. Small sample of roof shingle
2. Brand name of roof
3. Color, felt weight and manufacturer warranty

\_\_\_\_\_  
\_\_\_\_\_

**4.      Structures:**

\*\*\*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. DRAWING MUST BE TO SCALE. YOU MUST PROVIDE **A REFUNDABLE DEPOSIT IN THE AMOUNT OF \$500 WHICH WILL BE DEPOSITED** AND BY SIGNING THIS APPLICATION YOU CERTIFY AS TO THE FOLLOWING:

1. No structure will encroach on any easement, setback, building line or adversely affect drainage of neighboring property.
2. No lights will be directed towards neighbors' properties, streets or common areas.
3. No building materials will be left on the street overnight.
4. No windows will be placed on the structure that infringe on neighboring properties privacy.
5. All excavated material will either be used on site or removed from the area by the contractor.

6. All electrical systems will comply with the National Electrical Code including installation of Ground Fault Circuit Interrupters
7. Construction access will be via the driveway and not via any common area or neighboring property and any damage done to common area or neighboring property shall be restored to the Association's or to the neighbor's satisfaction.
8. All equipment (air conditioning units, etc.) must be screened from street view.

**Once your project is complete, notify PCMI via email at [Modifications@inframark.com](mailto:Modifications@inframark.com) Within 5 business days, the ACC will inspect from the street that all equipment is screened and any visible damage (dead grass, trash, fence not reinstalled, etc.) caused by the construction project is repaired to original condition. Your deposit will be refunded via US Mail.**

Must submit:

1. Elevation drawing; to scale.
2. Lot survey with the location of the structure indicated and drawn to scale.
2. Type of materials to be used
3. Dimensions of structure, i.e., height, width and length
4. Samples of roofing material and paint
5. Photographs of front of home, back of lot, and home/lot adjacent to where structure is being built.

**5. POOL**

\*\*\*IF YOU ARE INSTALLING A POOL, YOU MUST INCLUDE COMPLETE PLANS DRAWN TO SCALE INCLUDING A COPY OF THE LOT SURVEY SHOWING WHERE THE POOL, DECKING AND ALL RELATED EQUIPMENT AND STRUCTURES WILL BE LOCATED PLUS THE HEIGHT OF WATER FEATURES OR AMENITIES. YOU MUST PROVIDE **A REFUNDABLE DEPOSIT IN THE AMOUNT OF \$500 WHICH WILL BE DEPOSITED** AND BY SIGNING THIS APPLICATION YOU CERTIFY AS TO THE FOLLOWING:

1. Neither the pool, its' decking nor any related equipment or structure will encroach on any easement, setback, building line or adversely affect drainage of neighboring property.
2. The pool will be enclosed by a six-foot privacy fence at all times.
3. No above ground lights will be directed towards neighbors' properties, streets or common areas.
4. No building materials will be left on the street overnight.
5. All excavated material will either be used on site or removed from the area by the pool contractor.
6. All of the pool's electrical systems will comply with the National Electrical Code including installation of Ground Fault Circuit Interrupters.
7. Construction access will be via the driveway and not via any common area or neighboring property and any damage done to common area or neighboring property shall be restored to the Association's or to the neighbor's satisfaction.
8. There shall be no curb cuts. **HOMEOWNER'S INITIALS REQUIRED HERE \_\_\_\_\_**
9. Pool equipment shall be screened from view in accordance with the Deed Restriction Equipment Screening requirements. **HOMEOWNER'S INITIALS REQUIRED HERE \_\_\_\_\_**

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**6. Other (sport court, landscape, screen doors, etc.):**

1. Include brochure/photos
2. Lot survey if being installed in your yard (sprinkler system/lighting)
3. Dimensions of structure, i.e., height, width and length; drawn to scale
4. Image of Materials and colors proposed to be used
5. Please note on a lake view Lot fencing interior to the Lot(such as for a sport court) should not exceed the height of the existing perimeter fence

**Please sign:**

I understand that the Association's Architectural Control 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, nor any Director, Officer, Committee, Managing Agent, nor 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 Homeowner

\_\_\_\_\_  
Proposed Construction Start Date

\_\_\_\_\_  
Proposed Completion End Date

MAIL OR DELIVER TO: Inframark I.M.S. **ARC Dept.**  
2002 West Grand Parkway N. # 100  
Katy, Texas 77449

OR EMAIL TO: [Modifications@inframark.com](mailto:Modifications@inframark.com)  
(applications requiring a deposit should be mailed or delivered)

**PLEASE NOTE: THE ARCHITECTURAL CONTROL COMMITTEE HAS THIRTY (30) DAYS FROM THE DATE THE APPLICATION IS RECEIVED TO REVIEW APPLICATIONS AND RESPOND TO REQUESTS. THANK YOU FOR YOUR UNDERSTANDING.**

## PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

FAILURE TO SUBMIT ALL REQUIRED INFORMATION CAN RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION IS PROVIDED. EVERY EFFORT WILL BE MADE TO NOTIFY APPLICANT OF ANY LACKING INFORMATION. THE ARCHITECTURAL CONTROL COMMITTEE WILL REVIEW EACH SUBMITTAL AS QUICKLY AS POSSIBLE UPON RECEIPT OF ALL REQUIRED INFORMATION.

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit plan and elevation drawings showing how the structure will look. Indicate size, overall height, color, materials and roofing. Copy of any permits if applicable. Show placement on the Lot survey and access route to rear of property if applicable.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on Lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawings of pool and indicate on Lot survey the location of pool, pool equipment and drain lines. Access to rear of property must be indicated on Lot survey.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample(s) of paint color and location of the color such as “trim”, “body”, “shutters”, etc.; and for siding, product information from the manufacturer. Supply photo of home showing present color, brick, stone, rock, etc.
- 5) If you are applying for a new **ROOF** please submit manufacturer’s name / product name / color name / length of warranty/ specify dimensional or high definition. A color brochure or small sample may be requested if it is an uncommon manufacturer or product.
- 6) If you are applying for new **DOORS, STORM DOORS, OR WINDOWS** please provide photo or brochure of the product and explain the location on the home.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material data and samples and explain the location on the home.
- 8) If you are applying for **SECURITY CAMERAS, SECURITY GATES/SECURITY BARS** please submit drawing indicating design, size, color, and indicate placement on Lot survey; for cameras, show direction aimed.
- 9) If you are applying for **DECKING/PATIO** please indicate location on Lot survey, materials to be used and height of decking off adjacent ground.
- 10) If you are applying for **CONCRETE WORK/PAVERS, ETC.** (sidewalks, driveway extension, etc.) indicate location on Lot survey. Provide dimensions of improvement, dimensions from side Lot line(s), and description of materials. Provide a color brochure if applicable.
- 11) If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit a plant list indicating plant type, size at maturity and indicate placement on Lot survey.
- 12) If you are applying for **FENCING/GATES** please indicate height and materials, provide a drawing for each. Indicate location on Lot survey.
- 13) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, list dimension. Indicate location on Lot survey.
- 14) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure and indicate size, height, color, materials and show location on lot survey. **If the chosen location does not comply with guidelines, please provide energy analysis for the location that is most efficient.**
- 15) If you are applying for a **FLAG POLE**, please submit height, material, installation specifications, and brochure and indicate location on lot survey. Also submit the size and type of flag(s) to be flown.

**PLEASE FORWARD APPLICATION AND SUPPORTING INFORMATION TO THE CONTACT CHOICE(S) ON THE APPLICATION FORM**