



## CINCO RESIDENTIAL PROPERTY ASSOCIATION, INC.

Modification Committee  
3022 Windemere Park Lane  
Katy, Texas 77494  
(281) 599-0408 - FAX (281) 392-8830

### **REQUEST FOR APPROVAL OF MODIFICATION**

When we purchased our property in Cinco Ranch, we agreed to abide by Deed Restrictions. The purpose of the Deed Restrictions is to protect our property values by keeping our community a highly desirable place to live. The Modification Committee (MC) shall approve any exterior modification, alteration, change, or addition before construction begins. It is the MC's responsibility to assure that all changes to properties conform with the appropriate Deed Restrictions.

The MC meets on the third Tuesday of each month. **To be reviewed at the monthly meeting, have your application in by the first Friday of the month.** Within seven (7) days of the meeting, you'll receive a notification, via email, if the application was approved or denied. Homeowners are obligated to conform to the requirements adopted by the MC.

#### **Submitting your application:**

- To apply fill in the attached form and submit along with all supporting documents, drawings, photographs, etc. in person at the HOA office or via email to [modifications@cincoranch.life](mailto:modifications@cincoranch.life)
- You can also complete your application online using Town Square (TownSq). Login and select 'Documents' from the side-menu. Under 'CRPA Modification Guidelines' find and download fillable PDF form. From the side menu select 'Requests' and press the green '+ Open Request' button. Attach the completed form along with supporting documents then click 'open request' to submit. *If you do not have a TownSq account register at [www.cincoranch.life](http://www.cincoranch.life)*
- Do not submit 'original' documents only copies.
- The MC does not give verbal approval by telephone.
- **Homeowners must submit a separate application for each modification project.** (No fee required)
- Applications made after a modification has begun will incur a late fee of \$200. Work should be placed on hold until approval is received.
- **Contractors cannot submit an application on the homeowner's behalf.**
- Make your request as complete as possible. Type or print legibly. Failure to submit required lot surveys, color samples, material samples, plans, or any other necessary information may result in a delay to the application approval.
- See the attached list of inclusions for both FastTrack and non-FastTrack modifications.
- Incorrect information or changes made after modification is approved invalidate the approval.

It is the homeowner's responsibility to ensure they obtain approval before beginning any construction. ***Failure to get prior approval may result in a maximum fine up to \$5,000.*** *If the said modification was not approved before construction is started or completed, then it is the responsibility of the homeowner to remove or bring into compliance any such modification at their own cost.*

After approval, a small sign is placed in front of your home, indicating that the modification was approved and the date of approval. When you notify the Cinco Residential Property Association (CRPA) that the modification is complete, a team member picks up the sign and documents completion.





Print name of the homeowner:	
Signature of the homeowner:	
Date signed:	Date submitted to MC:

**The signature constitutes the following:**

*I certify that all information in this application and materials submitted are true and correct. I understand and agree that no work may be in deviation from the terms of the written approval sent to me by the CRPA. This approval is not instead of any other jurisdictional regulations.*

*I understand that it is my responsibility as the homeowner to ensure modification approval is obtained before the start of any construction. I further understand that if for any reason construction starts before receiving approval, I, as the homeowner, may be responsible for removing the improvement or bringing the improvement into compliance per the Modification Committee. All improvements or modifications are subject to a compliance inspection.*

*I understand that in the event the modification has not begun within six (6) months from the date of approval, then a new application must be submitted. All construction should be completed within six (6) months from commencement.*

Submit this request, along with all supporting documents, drawings, photographs, etc. to:

*By mail:* Cinco Residential Property Association, Inc.  
ATTN: Modification Committee  
3022 Windemere Park Lane  
Katy, Texas 77494

*By Email:* [modifications@cincoranch.life](mailto:modifications@cincoranch.life)



**\*\*\*\*\* This section for Cinco Residential Property Association use only \*\*\*\*\***

Date application received by CRPA:
Received by:
Date of MC meeting:
Date application approved:
Date application denied:
Date homeowner notified of approval:
Date homeowner notified of denial:
Comments:



## **INCLUSIONS FOR COMPLETION OF REQUEST FOR APPROVAL OF MODIFICATION**

For applications requiring a lot survey; submit a ‘clean copy’ of your engineered lot survey showing the property before any modification and a separate copy of the same survey with the exact placement of the proposed modification. *Keep the original copy of your engineered lot survey for your records.*

**FastTrack Modifications:** These items can be approved immediately by the CRPA without going through the MC approval process. *You will still need to complete the modification form.* Contact the office to view pre-approved colors.

### **Front doors or storm doors**

- Submit color samples of both the existing color and proposed new color.
- Photo of the property, showing the existing door.
- A brochure or picture of the new door.

### **Painting (no color change)**

- Submit a sample of the existing color.
- Photo(s) of the property, showing the existing color scheme.
- On the application, indicate precisely what is to be painted.

### **Roof (non-structural change)**

- Provide samples of the shingle color; specification information, and a brochure.

### **Wood fencing**

- Show the location of the wood fence on the survey plan. Indicate square footage, height, and material. Include measurements and gate details if one is being installed.
- Current wood fencing guidelines are available at the Association office. The new fence must adhere to current guidelines.

**Non-FastTrack Modifications:** Subject to MC approval process.

### **Decking**

- Submit a drawing showing the design of the decking, indicate size, height, and color.
- Provide samples of the material and color. Submit a photo or brochure of the new decking.
- Show the location of the deck(s) on the survey plan including measurements.

### **Concrete work or pavers**

- Applies to sidewalks, driveway extensions, patio pads, pathways, and other concrete or paving work.
- Submit a drawing showing the extent of work and any foundation details. Indicate square footage, height, and color. Include measurements.
- Provide samples of the material and color(s).
- Show the location of the concrete or paving work on the survey plan. Improvements cannot cross the sidewalk.

### **Landscaping, tree removal or replacement**

- Show the location of the landscaping or tree(s) on the survey plan.
- Submit all the details of the type of tree(s), shrubs, or plants. Include tree dimension. Master plant and tree lists are available at the Association office.



### **Landscape lighting**

- Show the location of the landscape lighting on the survey plan. Light fixtures, except path lighting, cannot be visible.
- Submit a photo(s) and wattage information for the lighting.

### **Painting (color change or multiple colors) and Siding**

- Submit samples of both the existing color(s) and proposed new color(s).
- Photo(s) of the property, showing the existing color scheme.
- On the application, indicate precisely what is to be painted or where the siding is to be located.

### **Patio cover, arbor, gazebo, room addition, storage shed, or other fixed structure.**

- Submit detailed plans showing how the finished structure looks from the side, rear, and top.
- Patio covers and room addition applications require a roof plan and photo(s) showing the existing home and location of the improvement.
- Indicate size, height, total square footage, color, materials, roofing, and exact placement of the modification on the lot survey.
- Storage sheds not permitted on the side yard; they must be behind the home, not visible from the street.

### **Play structure, swing set, trampoline, basketball goal, or other such equipment.**

- Submit a photo or brochure, indicate size, height, total square footage, color, and materials.
- Show location on the survey plan.

### **Pool or Spa**

- Submit a detailed drawing of the pool and show its location on the survey map.
- Show construction access to the property.
- Include backwash detail and filter type, drainage to the front of the property, location of the pool equipment; indicate the height of any slides, waterfalls, or features.
- Provide a list of all materials and equipment used.

### **Roof (structural change)**

- Submit a roof plan.
- Provide samples of the shingle color; specification information, and a brochure.

### **Solar screens or window tinting**

- Submit material samples and colors.
- Photo(s) of the property, showing the existing windows and color scheme.
- A brochure or picture of the new windows.

### **Wrought iron gates or fences**

- Submit a drawing showing the design of the fence, indicate size, height, and color. Provide a detailed drawing of the gate if one is being installed.
- Show the location of the fence and gate on the survey plan.
- Submit a photo or brochure of the new fence.

If you do not find the modification type you are searching for in this list, please contact the CRPA office (281) 599-0408 for requirements.