

## 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 submit a REQUEST FOR HOME IMPROVEMENT APPROVAL to the Architectural Review Committee for planned improvements and/or changes. **A \$25 administrative fee (made payable to AMI) is required and your application will not be processed until the check has been received.** 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 Phone \_\_\_\_\_

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

***If you are installing a pool, a \$500 deposit check is required and your check will be deposited.***

I. 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)

II. Basketball Goal:

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

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

III. 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.\*\*\***

Submit:

Rev. July 23, 2009

Association Management, Inc.  
5295 Hollister Houston Texas 77040  
(713) 932-1122 - Fax: (713) 932-6059

1. Lot survey with the location of the structure indicated
2. Type of materials to be used
3. Dimensions of structure, i.e., height, width and length
4. Samples of roofing material and paint

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IV. Other:

1. Include brochure/photos
2. Lot survey if being installed in your yard (sprinkler system/lighting)
3. Material sample

Please sign:

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

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

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

RETURN TO:

ASSOCIATION MANAGEMENT, INC.  
5295 Hollister  
HOUSTON, TEXAS 77040  
Phone: 713-932-1122 Fax: 713-932-6059

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

## ARCHITECTURAL CONTROL COMMITTEE

Rev. July 23, 2009

Association Management, Inc.  
5295 Hollister Houston Texas 77040  
(713) 932-1122 - Fax: (713) 932-6059

## PROCEDURES FOR APPROVAL

The Architectural Control Committee (ACC) of the Lake Olympia Civic Association is charged with the responsibility of protecting the environmental integrity of the subdivision in accordance with the provision of the Deed Restrictions for all sections of Lake Olympia. Before any building, fence, wall, or other structure or improvement of any nature is placed, constructed, erected, or maintained on any Lot, and before any exterior addition to, or change or alteration thereto, is made, the construction plans and specifications must be submitted to, and approved in writing by the ACC. The ACC's review focuses on (a) conformity and harmony of external design and location in relation to the surrounding structures and topography, (b) quality of workmanship and materials, and (c) conformity to the Restrictions and Architectural Guidelines.

All Lot Owners (and their leaseholders or renters should the Lot's structures be leased or rented) should have a copy of the Lake Olympia Deed Restrictions. They can be obtained from the management company for a small fee.

Any plans and specifications submitted to the ACC must include the following required documents and information:

1. Completed and signed "Architectural Control Committee Submittal Form". Such form is attached to this document.
2. A site plan showing the location, with dimensions, of the improvement/alteration in relation to existing structures and lot lines. The site plan should also show, with dimensions, the orientation of the improvement/alteration with respect to streets, walks, minimum set-back lines, easements, and any neighboring structures. The survey or plat you received when you bought the property can be used for this purpose.
3. An elevation plan showing the nature, shape, height, and widths of the improvement/alteration (with dimensions).
4. A list or description of the material to be used.
5. Construction plans and specifications concerning any mechanical, electrical, or plumbing improvements/alterations to be made, if appropriate.
6. The name, contract, and phone number of the contractor to be used. If you are going to do the work yourself, include a description of your experience and/or credentials that qualify you to do the work.

### **About the Application**

1. Sufficient detail should be provided to enable the Committee to clearly understand the improvement/alteration. Dimensions that accurately locate the improvement/alteration on the Lot are particularly important. The more detail that is provided, the sooner the design

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review can be completed and approval given.

2. Documents that are larger than legal size paper (8-1/2 x 14) are to be submitted in duplicate. The ACC does not have the facilities to copy documents larger than legal size paper, and two complete sets are needed: one set for the Committee files and one set to be returned to you with the ACC's decision of approval (or disapproval) affixed.

### **About the Review**

1. The committee may contract consultants to assist in the review of the applications for design approval. Such consultants may contact you regarding detail design consideration.
2. The ACC conducts its meetings once a month, or as necessary. Submitted "Architectural Control Committee Submittal Form" applications are reviewed at this time.
3. It is prudent to obtain ACC approval before obtaining any city construction permits.
4. In emergency situations such as needed repairs or replacement for damage caused by wind storm, lightning, hurricane or other catastrophic event, the chairman of the ACC shall have single power of application approval for the following maintenance and/or repair or replacement, provided the maintenance and/or repair or replacement is of the same or better quality than the original, and that it complies with all restrictions and architectural guidelines. Such approval can be oral, with documentation such as plans and details and applications submitted at a later date.
5. Approval by the ACC does not waive your requirements to comply with any federal, state, county or local laws, ordinances, or statutes.

### **Pool applications**

Applications to install pools require a \$500 refundable deposit. The fee must be submitted along with the application. **The check will be deposited at the time the pool is approved.** If there is damage to common areas during pool construction, the property owner will be notified and must satisfactorily repair the damage. If the damage is not repaired, some or all of the deposit may be used to have the work done. **Liability for such damage is not limited to the amount of the deposit.** Once construction is completed and verification is made that there is no outstanding damage, the deposit will be refunded, less any deductions.