



WOODLAKE FOREST IV HOA

Architectural Request Approval Form

For homeowners who are requesting approval from the Architectural Control Committee (ACC) representative for home improvements.

INSTRUCTIONS:

1. ***Form must be filled out, turned in to the ACC representative and approved prior to starting any work.***
2. Form must be filled out completely detailing all proposed changes (see below).
3. Samples of colors, materials must be included with this request.
4. Requests are reviewed within a week of being received.
5. Return the form, along with samples, to **Robin Reichle**:
 - 9568 Doliver Drive, or
 - rgreichle@gmail.com

Robin may also be reached at: 713-598-4929. Please note, there may be a request for additional information about the home improvements.

Submittal Date: _____

Resident Name: _____

Property Address: _____

Phone Number: _____ Email: _____

Proposed Start Date: _____

Estimated Completion Date: _____

Note: You may have to secure a permit with the City of Houston for work outside of your home.

Description of Repair/Alteration/Addition:

Details of proposed Repair/Alteration/Addition: (please include pictures)

- Exterior Modifications Patio/Deck Additions or Changes Sidewalk Repairs
Foundation Repairs
Roof replacement or repair
- Generators
- Other

Specific Dimensions for additions:

Specific Materials for changes:

I understand that the above-described work may not begin until I receive written approval from the ACC representative. I attest that the repairs, alternations, and additions covered by this request will comply with Woodlake Forest IV's Deed Restrictions and all state, local and municipal regulations, including the acquisition of all required city building permits.

I further understand that it is my responsibility to obtain all permits or other approvals required by the City of Houston, Harris County, or other governmental agency. It is my responsibility to ensure compliance with all City, County or other governmental agency ordinances, regulations, specifications or building codes. It is also myr responsibility to ensure that any contractors working on your property are following all state and governmental safety guidelines, rules and laws, and carry the proper insurance coverages.

Signed: _____ Date: _____

Printed Name: _____

NON-OBJECTION FROM NEIGHBORS:

Although not required, residents are encouraged to discuss the project with and obtain non-objection from neighbors who might be affected by the work to be performed.

Signed: _____ Date: _____

Printed Name: _____

Signed: _____ Date: _____

Printed Name: _____

ACC REPRESENTATIVE:

The ACC representative will be reviewing your submittal for compliance with the applicable restrictive covenants. The approval of plans and specifications by the ACC representative may not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements.

Approval received: _____

Date: _____