

**CHARTERWOOD MAINTENANCE ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE  
APPROVAL REQUEST FOR HOME IMPROVEMENTS OR MODIFICATIONS**

It is required that any homeowner considering improvement to their property must make applications to the ACC for approval. Any improvement which would alter the existing architectural plan of the property must be submitted to the committee. Said request must be submitted prior to commencing these improvements.

**PLEASE FILL OUT THIS FORM IN COMPLETE DETAIL**

OWNERS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Briefly describe the improvements to be made (Attach a sketch if necessary): \_\_\_\_\_  
\_\_\_\_\_

Who will perform the work? \_\_\_\_\_

Construction Start Date: \_\_\_\_\_

Location of improvements (Front of house, back of house, patio, side of house, garage, etc.): \_\_\_\_\_  
\_\_\_\_\_

Please attach a list of materials to be used including samples of colors of paints or stains to be used.  
\_\_\_\_\_  
\_\_\_\_\_

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I understand that **CHARTERWOOD MAINTENANCE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE** will act upon this request as quickly as possible. I agree not to begin improvements until the Committee notifies me.

\_\_\_\_\_  
Signature of Homeowner

Mail to:  
**CHARTERWOOD MAINTENANCE ASSOCIATION  
2204 TIMBERLOCH PLACE, SUITE 245  
THE WOODLANDS, TX. 77380  
Tel: 281-296-9775/Fax: 281-296-9788**

**UNLESS OTHERWISE  
STATED ALL WORK  
MUST BE COMPLETED  
WITHIN NINETY (90) DAYS**

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**FOR OFFICE USE ONLY:** \_\_\_\_\_ **DATE RECEIVED** \_\_\_\_\_

Approved/Disapproved: \_\_\_\_\_  
ACC Chairman Signature Date

Approved/Disapproved: \_\_\_\_\_  
Director Signature Date

Approved/Disapproved: \_\_\_\_\_  
Director Signature Date

Your request (has/ has not) been approved. You (may/ may not) commence construction.

**To Be Official, Form Must Be Ink-Stamped**

**2006**

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