

**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 later 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.

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
128 VISION PARK BLVD., SUITE 110
SHENANDOAH, TX. 77384
Tel: 281-296-9775/Fax: 281-296-9788**

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

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
