



FORREST LAKE TOWNHOUSE ASSOCIATION

5805 LUMBERDALE ROAD, HOUSTON, TX 77092

713-681-3591 • OFFICE@FORRESTLAKE.COM

ARCHITECTURAL CONTROL COMMITTEE TH IMPROVEMENT REQUEST FORM (REF FLTA RESERVATIONS, RESTRICTIONS EASEMENTS BY-LAWS; PAGES 2 & 52)

HOMEOWNER NAME, UNIT # _____ DATE _____

IN ACCORDANCE WITH THE RECORDED COVENANTS, CONDITIONS AND RESTRICTIONS OF THE ASSOCIATION, AND IN ORDER TO PROTECT EACH INDIVIDUAL OWNER'S RIGHTS AND VALUES, IT IS REQUIRED THAT ANY OWNER WHO IS CONSIDERING IMPROVEMENT OF THEIR DEEDED PROPERTY AND SUBMIT THE FOLLOWING TO THE ACC (FLTA BOD) PRIOR TO INITIATING WORK ON THE PLANNED IMPROVEMENTS:

- _____ (1) A COMPLETED IMPROVEMENT REQUEST FORM
- _____ (2) DETAILED BUILDING PLANS, MATERIAL LISTING AND SPECIFICATIONS
- _____ (3) A PROPERTY SITE/PLOT PLAN SHOWING THE LOCATION OF THE PROPOSED IMPROVEMENT.

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.

IF ANY CHANGE IS MADE WITHOUT APPROVAL, THE COMMITTEE MAY ORDER THE HOMEOWNER TO REMOVE THE IMPROVEMENT FROM HIS PROPERTY. ANY HOMEOWNER CONSIDERING ANY EXTERIOR IMPROVEMENT TO THE PROPERTY IS URGED TO REVIEW THE RECORDED DEED RESTRICTIONS PRIOR TO THE REQUEST.

PLEASE PRINT THE FOLLOWING INFORMATION:

OWNER NAME _____ CONTACT PHONE _____

ADDRESS _____ EMAIL ADDRESS _____

HOME PHONE _____ WORK PHONE _____

LOCATION OF IMPROVEMENT (CHECK ACTUAL AREAS THAT APPLY):

- FRONT OF DWELLING BACK OF DWELLING SIDE OF DWELLING
- ROOF OF DWELLING GARAGE PATIO
- OTHER (DESCRIBE) _____

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

BRIEFLY DESCRIBE THE IMPROVEMENT YOU ARE PROPOSING TO DO TO THE PROPERTY: _____

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT? _____

BRIEFLY DESCRIBE THE MATERIAL TO BE USED FOR THE CONSTRUCTION OF PROJECT: _____



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I UNDERSTAND THAT THE FLTA BOD WILL ACT ON THIS REQUEST WITHIN 30 DAYS OF RECEIPT AND CONTACT ME IN WRITING REGARDING THEIR DECISION. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT WITHOUT WRITTEN APPROVAL FROM THE ACC (FLTA BOD). I UNDERSTAND THAT ALL CONSTRUCTION WILL MEET WITH CITY OF HOUSTON BUILDING CODES AND THAT THE ACC (FLTA BOD) APPROVALS DO NOT OVERRIDE THE CITY OF HOUSTON BUILDING CODES BUT RATHER ARE INTENDED TO WORK WITH THEM. ADDITIONALLY, I WILL OBTAIN ANY REQUIRED PERMIT(S) FROM THE CITY OF HOUSTON.

NOTE: CONFIRMATION OF RECEIPT OF ACC IS REQUIRED. THE 30-DAY TIME PERIOD DOES NOT BEGIN UNTIL THE HOMEOWNER HAS RECEIVED THE CONFIRMATION OF RECEIPT BY ACC (FLTA BOD).

PLEASE EMAIL A COPY OF THIS REQUEST FORM TO OFFICE@FORRESTLAKE.COM

HOMEOWNER (S) SIGNATURE & DATE

THE REQUEST HAS BEEN REVIEWED BY THE ACC (FLTA BOD) WITH ONE OF THE FOLLOWING OUTCOMES:

ACCEPTANCE _____

ACCEPTED WITH NOTED EXCEPTIONS _____

REQUIRES ADDITIONAL INFORMATION AND / OR CLARIFICATION _____

DISAPPROVED WITH WRITTEN EXPLANATION _____

ACC / FLTA BOD (COLLECTIVE): _____

DATE: _____