

Timberlake Estates Property Owners Association

TEPOA • P.O. Box 452 • Cypress, TX, 77410-0452

HOME IMPROVEMENT REQUEST

In order to protect each individual homeowner's property value and privacy, it is required for any property owner planning improvements or changes to their deeded property, including landscaping, to submit a home improvement request. This request is reviewed by the Architectural Control Committee (ACC) to ensure compliance with deed restrictions, local statutes and to protect neighboring homeowners. Please note the following:

- If any changes are made that have not been approved, the ACC has the right to ask the property owner to remove the improvement.
- A site plan, paint samples, roofing samples, photos, brochures and drawings must be submitted with this application. If all applicable items are not submitted, this request may automatically be denied and this application will be returned to you automatically.
- If the form is not completed in its entirety, it will be returned to you without approval

Request Date: _____

Planned Start Date: _____ Planned Completion Date: _____

Owner Name: _____

Property Address: _____

Phones - Home: _____ Work: _____ Cel: _____

Email address: _____

NOTE: The association will not be held responsible for ensuring compliance with restrictions, utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies.

1. What is the nature of the change or improvement to your property? Place an "X" on the _____ for all that apply.

- _____ Build A House - attach samples of all exterior colors being used
- _____ New Roof - attach color sample(s)
- _____ New Siding Or Brick - attach color sample(s)
- _____ Exterior Paint - attach color sample(s)
- _____ Landscaping
- _____ In Ground Swimming Pool
- _____ New Or Replacement Fence - attach color sample(s) if it is to be painted
- _____ Septic System
- _____ Basketball Goal
- _____ Patio - attach color sample(s)
- _____ Other - please specify and attach color sample(s) _____

2. The change or improvements will be located where?

- _____ Front of House
- _____ Left Side Of House (when facing the house)
- _____ Right Side Of House (when facing the house)
- _____ Back Of House
- _____ Front Yard
- _____ Back Yard
- _____ Other (please specify) _____

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3. Describe in detail the change or improvement requested. Attach a copy of the plot with any elevation changes.

4. Who will perform the actual work? Place an "X" on the _____ for all that apply
____ Property Owner
____ Contractor - Provide Name, Address and Phone Number of Contractor

I understand that the Architectural Control Committee has up to thirty (30) days but will act upon this request as quickly as possible and contact me regarding their approval or disapproval. **I agree not to begin on the property changes or improvements until the ACC informs me of their approval.**

INDEMNITY AND HOLD HARMLESS AGREEMENT

Homeowner agrees to and will indemnify and hold harmless the Association, it's Officers, Directors, Members, Employees, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damage to any property arising out of or in connection with the above referenced ACC request, including where such injuries, death, or damage are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity.

Property Owner Signature: _____ Date: _____

Complete form and return to: TEPOA
 P.O. Box 452
 Cypress, TX 77410-0452

DO NOT WRITE BELOW THIS LINE

TEPOA ARCHITECTURAL CONTROL COMMITTEE USE ONLY

____ APPROVED with the following restrictions, if any:

____ DISAPPROVED for the following reasons:

Architectural Control Committee Signatures: (four signatures required)

_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____