

PECAN GROVE PROPERTY OWNERS ASSOCIATION, INC.
PROPERTY MODIFICATION APPLICATION

All exterior modifications to your property **must be approved in advance** by the Architectural Control Committee.

The Committee has up to 30 days to review your application. Your application will be with granted or withheld based on matters of compliance with the Deed Restrictions, quality of materials, aesthetic or environmental considerations, and harmony of external design with existing structures. Please provide as much detail as possible so that the Committee can properly understand your application. Use additional sheets if necessary. After you've completed this form, please return it to: **POA Acc Committee 1421 FM 359, Suite A, Richmond, Texas 77406.**

Driving Directions: From FM 359 & Plantation: Turn left onto FM 359. Travel 1/2 mile. Turn Right into Plantation Center. We are located in the 2 story building, ground floor. There is a mail drop in the office door.

This form and all required attachments must be submitted in duplicate. One set will be returned to you, stamped approved or not approved, and one set will go in the permanent file for your address.

- STEP ONE:** Check the Acc chart to see if your project is pre-approved or needs an approval. If there is any question whether you need approval or not, submit a form for approval.
 Check here, **If your project is on the pre-approved list and you simply want a record of the work done to be placed in your permanent file.** Fill out this form without attachments and return it to the office for placement in your address file. An approval will not be mailed to you.

- STEP TWO:** LEGAL DESCRIPTION: SECTION _____ BLOCK _____ LOT _____
Your Legal Description Can be found above your name and address on your copy of the News in a Nutshell.

- STEP THREE:** Property OWNER NAME: _____
Property ADDRESS: _____
Mail ADDRESS: (if different from property address) _____
PHONE (day): _____ (evening) _____

- STEP FOUR:** DESCRIBE THE IMPROVEMENTS (☛ you must be specific – Pools, Additions, Patios, Decks, New Concrete work, etc. **(must include a detailed architectural-type drawing)**).

- STEP FIVE:** LOCATION OF THE IMPROVEMENTS. ☛ **Attach a survey plat of your property showing the location of the proposed improvement.**

- STEP SIX:** MATERIALS TO BE USED (attach sample as required by Modification Procedures):
Paint Color Change (☛ **paint sample at least 10x10 on sample of material to be painted**) Main Color: _____ Trim Color: _____
Roof Color _____ Sample of Shingle _____ Shingle MFG. _____ Shingle Warranty & or Weight: _____ **(Shingle weight must be 300# or more—of wood color)**
Outside Lumber (type/grade) _____
Brick (type/color) _____ **Cement** Type _____ Pipe _____ Electrical _____
Siding (type/mfg/color) _____
Other material: _____

- STEP SEVEN:** Work will be done by: SELF CONTRACTOR BOTH
CONTRACTOR Name: _____
Phone _____ Address _____
OTHER COMMENTS: _____
NOTE: CONTRACTOR SIGNS ARE NOT ALLOWED TO BE POSTED.

- STEP EIGHT:** PLANNED START DATE: _____ EXPECTED COMPLETION DATE: _____

- STEP NINE:** OWNER'S SIGNATURE: _____ DATE: _____

DISCLAIMER: Any approval granted by Pecan Grove Plantation Property Owners Association, Inc. to this Property Modification Application is conditioned upon the applicant's construction of the improvement in strict accordance with the application. Any deviation from any approved Property Modification Application whether caused by requirements imposed by any governmental authority, circumstances of construction, or changes in the owner's plans, will automatically invalidate an approved property modification application. Project must be completed within 90 days of the date of approval unless otherwise specifically noted on application. Failure to do so invalidates the approval. (Revised March 2019)