

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 ("ACC").

The Committee has 30 days to review your application. Your application will be considered (in part) based on compliance with the Deed Restrictions, quality of materials, aesthetic or environmental considerations, and harmony of design with existing structures. Please provide as much detail as possible so 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 1 story building. There is a mail drop in the office door.

This form and all required attachments must be submitted in duplicate (i.e. 2 copies). One set will be returned to you, and one set will go in the file for your address.

- STEP ONE:** Check the attached 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 to be placed in your file. Fill out this form without attachments and return it to the office for placement in your 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 and to scale site plan / 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: _____ (weight must be 300# or more—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 of this application by the Association or Committee is conditioned upon the applicant's strict compliance with the application. Any deviation from an approved application will automatically invalidate the application. The Project must be completed within 90 days of the approval date unless otherwise specifically noted. Failure to do so invalidates the application. **In the event that the modification(s) depicted in the application, whether marked "approved" or not, violate(s) the association's governing documents / deed restrictions, the application is automatically denied, void, and of no force and effect.**

Architectural Application Guidelines

Note: Some homes have items that have not been approved. ie Fences, Decks, Sheds, Etc. If you have such an item, you must apply to see if the original item can be approved > BEFORE any modification or repair can begin. If you are not sure, You may check the permanent file for all approvals for YOUR street address. For Information Call the POA office.

ADDITION, MODIFICATION, REPAIR, Etc.	Application Needed	Pre-Approved No application needed	No Application Needed	Key
Antenna (other than satellite dish)	✓			
Any Addition / Modification (not pre approved)	✓			
Any Repair that is not a Modification			✓	
Basketball Goals in Ground	✓			1
Basketball Goals Portable			✓	1, 8
Brick repair			✓	
Brick replacement / addition	✓			
ANY Concrete Replacement or Addition	✓			
Concrete Repairs			✓	
Deck	✓			1, 3
Enclosed Patio / Screen Room	✓			
Exterior Lighting			✓	1
Fence New or Different Location	✓			
Fence on Golf Course	✓			9
Fence Repair			✓	9
Fence Replacement (same place & type)		✓		9
Flag Poles / Permanent	✓			
Flower Beds / Seasonal Flowers			✓	3
Fort Play Set / Club house / Play House	✓			1, 7
Fountain	✓			
Gutters & Drainage systems	✓			2, 3
Hot Tub	✓			2, 3
Hot Tub, Portable			✓	1, 3
Other not listed	✓			
Paint Change of Color	✓			
Paint Same Color			✓	
Patio Addition	✓			
Roof Repair			✓	5
Roof Replacement CHANGE: Type & or Color	✓			
Roof Replacement Same Type & Color		✓		5
Room Addition	✓			
Rotted Wood Repairs			✓	
Satellite Dish		✓		6
Shed / Utility Building / Out Building	✓			1
Shrubs & Plants next to house			✓	
Shrubs & Plants 10' or more from house	✓			
Siding Change / Addition	✓			
Siding Repair / Replacement		✓		4
Signs	✓			
Sprinkler System		✓		2, 3
Swimming Pools and Spas	✓			2, 3
Swingset			✓	1, 7
Swingset with Fort	✓			1, 7
Trees Addition / Removal	✓			
Trees Removal Dead / for Construction			✓	

1. Location May not impact on neighbor privacy & / or reasonable noise levels. Please talk with your neighbors in advance.
2. There are MUD Restrictions and guidelines 281-238-5000. 3. May not interfere with neighbors drainage.
4. Must use same siding pattern and color 5. Shingles Must be 300# or more and a Wood tone Color. Check your Deed Restrictions.
6. Must be installed above eve, but below chimney height, on back of house/garage, other location needs approval
7. Any thing placed or planted on a Utility Easement is done at owners risk 8. May not be left (stored) in or near street
9. Fence Heights: Wooden--check Deed Restrictions for Section. Golf Course wrought iron height is 4'