

**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 30 days to review your application. **Your application will be considered (in part) based on compliance with 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 and quickly act on your application. Additional documentation may be necessary for approval.

This form and all required attachments must be submitted in duplicate (i.e., 2 copies), if completed manually. 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 the form for review.

☐ **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. Or submit via the website, an approval will not be mailed to you.

☐ **STEP TWO:** LEGAL DESCRIPTION:

SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

Please note: Your Legal Description can be found above your name and address in your copy of the monthly "**News in a Nutshell**" or on the website by going to the "Community Board Tab" and selecting "Things to Know" for instructions and or explanation.

☐ **STEP THREE:** Property Owner Information:

Property Owners Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: (if different from property address): \_\_\_\_\_

Contact Information: 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. **Supporting Documentation can be added after completion of the form and selecting "Done."**

☐ **STEP SIX:** IDENTIFICATION OF MATERIAL USED IN YOUR PROJECT. Note: **Concerning paint color or type of shingles, you will be required to submit samples prior to obtaining approval.**

Paint Color/ Brand \_\_\_\_\_ Main Color: \_\_\_\_\_ Trim Color: \_\_\_\_\_

Roofing Color: \_\_\_\_\_ Type & MFG of Shingle: \_\_\_\_\_

**Note: Type of shingle i.e., 3 tab or laminated, the Board suggests laminated for longer life.**

## PROPERTY MODIFICATION APPLICATION cont.'

Outside Lumber (type/grade): \_\_\_\_\_

Brick (type/color): \_\_\_\_\_ Cement Type and spacing of rebar: \_\_\_\_\_

Pipe: \_\_\_\_\_ Electrical: \_\_\_\_\_

Siding (type/mfg./color): \_\_\_\_\_ Other material: \_\_\_\_\_

☐ **STEP SEVEN:** Work to be completed by: ☐ SELF ☐ CONTRACTOR ☐ BOTH.

Contractor: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_

**PLEASE NOTE:** Contractor signs are not allowed to be posted, prior, during or post work completion.

☐ **STEP EIGHT:** Estimated time for start and completion of work.

PLANNED START DATE: \_\_\_\_\_ EXPECTED COMPLETION DATE: \_\_\_\_\_

☐ **STEP NINE:** OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISCLAIMER: Any approval of this application by the Association or Committee is conditional 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. **If 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.**

If all information has been completed, please scroll to the bottom of the forms and select "Done". Follow prompts to submit the form. Please note you will be presented a screen after you confirm your document is complete to submit supporting documentation, i.e., Survey Plat, Detailed Drawings etc.

## Architectural Application Guidelines

Note: Some homes have items that have not been approved. i.e., 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 / Playhouse	□□□			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
Swing set			□□□	1, 7
Swing set 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 does 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. Anything 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'

**Please Note:**  
**Form below for POA Board Only**

1305 FM 359, Suite B, Richmond, Texas 77406

**MODIFICATION REQUEST**

**DATE RECEIVED BY POA:** \_\_\_\_\_

**OWNER NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_ **SECTION:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**MODIFICATION DESCRIPTION:**

**COMMITTEE MEMBER RECOMMENDATION #1**

☐ **APPROVED** with the following restrictions, if any: \_\_\_\_\_

☐ **DISAPPROVED** for the following reasons: \_\_\_\_\_

**BY:** \_\_\_\_\_ **10/12/23**  
**NAME and Signature** **DATE**

**COMMITTEE MEMBER RECOMMENDATION #2**

☐ **APPROVED** with the following restrictions, if any: \_\_\_\_\_

☐ **DISAPPROVED** for the following reasons: \_\_\_\_\_

**BY:** \_\_\_\_\_  
**NAME and Signature** **DATE**

**COMMITTEE MEMBER RECOMMENDATION #3**

☐ **APPROVED** with the following restrictions, if any: \_\_\_\_\_

☐ **DISAPPROVED** for the following reasons: \_\_\_\_\_

**BY:** \_\_\_\_\_  
**NAME and Signature** **DATE**