

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 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 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 _____

Please note: Your Legal Description can be found above your address in your copy of the monthly "News in a Nutshell" or on the home page website by simply typing in your home address in "Covenant Search"

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

Property Owners Name: _____

Email: _____

Property Address: _____

Mailing 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. You must attach a survey plat of your property showing the location. of the proposed improvement.

☐ **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: _____

Roof Color: _____

Type & MFG of Shingle (e.g. 3 tab, 300#, laminated, must be wood tone color).

Outside Lumber (type/grade): _____

Brick (type/color): _____ Cement Type: _____

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 REVIEW AUTHORITY

The board may affirm, modify, or reverse, in whole or in part, any decision of the architectural review authority as consistent with the subdivision's declaration.

PECAN GROVE PROPERTY OWNERS' ASSOCIATION, INC.
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				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:				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 neighbor privacy or reasonable noise levels. Please talk with your neighbors in advance.
2. There are MUD Restrictions and guidelines in place. Please call 281-238-5000.
3. May not interfere with neighbors' drainage.
4. Must use same siding pattern and color.
5. Shingles must be 3 tab, 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 placed at the 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'.

The notes above reference specific "Key" numbers noted on the Guideline form, i.e. Basketball Goals in Ground refer to note number 1

Please Note:
Form below for POA Board Only

PECAN GROVE PLANTATION PROPERTY OWNERS ASSOCIATION, INC.
1305 FM 359, Suite B, Richmond, Texas 77406

MODIFICATION REQUEST

DATE RECEIVED BY POA: 05/06/2024

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: _____
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