



GRAYSON LAKES
LAKESIDE HOMES OF CLASSIC ELEGANCE

Architectural Modification Request Form

ITEMS NEEDED BY THE ARCHITECTURAL REVIEW COMMITTEE BEFORE PROCESSING

APPLICATIONS:

The following list represents items needed by the Architectural Review Committee in order to expeditiously approve your request for improvements, alterations or modifications to the exterior of your property. Without them, the committee will have to deny your request until all Information is received. The following items are non-returnable, as they are kept in our files for future reference. Please complete and submit the Architectural Modification Form (following page) to the Management Company for review at the next committee meeting. You may return it by fax or mail to the address or fax number on the following page. You will be notified by mail of the status of your submission.

- 1) A completed Architectural Modification Form which includes the homeowner's name, street address, estimated start and completion date.
- 2) All items described below are needed to understand and envision how the improvement or alteration will look upon completion.
 - a. An official lot surveyor drawing indicating exact location of improvement in relation to all fences, easements, and building set back lines.
 - b. Photo of the exterior of your home.
 - c. Picture, brochure, detailed sketch, or sample of the improvement in its completed stage along with color samples.
 - d. List of ALL materials used to construct the improvement or alteration.
 - e. Detailed description of how the improvement or alteration will be affixed to the house, garage, ground and/or other existing structure.
 - f. Dimensions: Height, Length, Width, Depth.
 - g. Elevations from natural ground to the peak of improvement.
- 3) If drainage of water is concerned, a detailed description of direction of drainage flow and where flow empties.
- 4) If multi-level improvements are concerned, elevations of each level from natural ground must be included.
- 5) Roofing Information MUST include: warranty, color sample, weight, photo of house, brand of shingle.

Note:

The Grayson Lakes Architectural Review Committee meetings are held the second (2nd) Thursday of the month except in December. The meetings are held at the Grayson Lakes Recreation Center located at 2042 Broken Branch Court. Meetings start at 6:30 pm and any resident is welcome to attend. Submissions must be received 5 days prior to the date of the regularly scheduled meetings in order to be placed on that month's agenda. Submissions listed on the meeting agenda will be reviewed the night of the meeting. All other submissions will be reviewed within 30 days of confirmed receipt or at the next scheduled ARC meeting; *whichever comes first*.

**GRAYSON LAKES
ARCHITECTURAL MODIFICATION REQUEST FORM**

Owner's Name _____ Phone (H) _____ (W) _____

Address _____ Lot _____ Block _____ Section _____

NO SUBMISSIONS WILL BE APPROVED UNLESS THE FOLLOWING ITEMS ARE INCLUDED:

Sketches; site plan (survey) showing house, lot lines, dimensions and easements; elevations (including side views) showing dimensions and photos sufficient to describe the project in detail. For any exterior painting requests, a photo of the brick must be included with this application. Should you have any questions, please call Sandra Guinn, at Crest Management.

BRIEFLY DESCRIBE THE ALTERATION OR IMPROVEMENT WHICH YOU PROPOSE:

LOCATION OF IMPROVEMENT:

____ Side of house _____ Front of house _____ Back of house _____ Roof of house _____ Patio _____ Garage _____
____ Other (Describe) _____

Materials Necessary for Proposed Improvement (check):

____ Paint color(s) _____
____ Stain color(s) _____
____ Lumber type(s) _____
____ Brick type(s) _____
____ Screen type(s) _____
____ Concrete _____
____ Pipe _____
____ Electrical _____
____ Fence type _____
____ Height _____
____ Other _____

____ Construction Start Date ____ Completion Date ____ Homeowner's Signature ____ Date

Mail, Fax or Email Completed Form To:

Crest Management 17171 Park Row #310 Houston, Texas 77084

Fax – 281-579-7062

sandra.guinn@crest-management.com

Important Note: Submissions must be received 5 days prior to the date of the regularly scheduled meetings to be placed on that months agenda. Submissions that are on the meeting agenda will be reviewed the night of the meeting. All other submissions will be reviewed within 30 days of confirmed receipt. The regularly scheduled ARC meetings are held on the (2nd) Thursday of each month (Except December).

*If you are requesting to install a pool, dock, or any permanent structure you are required to submit a deposit of \$700.00 check or money order made payable to the Grayson Lakes Community Association, which must accompany this application. Prior to approval, the Grayson Lakes Community Association may insist upon a larger deposit at its discretion. The deposit is to cover damage to the common open space, landscape reserves or public right-of-ways maintained by the Grayson Lakes Community Association, and unapproved changes not submitted. The deposit check or money order will be deposited by the Association's management office. The Association's management company will return the deposit, less deductions for damages or non-compliance within thirty (30) days from the date you notify Crest Management AAMC the job is complete and schedule an inspection with an Agent for the Association. There will be no interest paid on the money deposited. **The \$700.00 deposit is absolutely required. Failure to attach the check or money order may result in a denial of the application.***