

## Home Improvement Request Form

To protect owners rights and values, it is required that any owner or group of owners who are considering improvement to their deeded property, other than landscaping (i.e., add-ons, painting home, roof, etc.) submit a request for approval to the Architectural Control Committee for approval prior to initiating work on planned improvements. If any change is made without approval, the Committee has the right to order the owners to remove the improvement from his/her property.

Be sure to complete this form full detail and attach any diagrams, plans, samples, etc. Return form to:

**The Estates Community Association**  
c/o Marshall Management Group, Inc.  
P.O. Box 35720  
Houston, TX 77235  
[ops@mmgihouston.com](mailto:ops@mmgihouston.com)

- 1) All improvements should be drawn to scale on a copy of a survey, which you received at your closing.
- 2) Include all color and material samples.
- 3) For room additions, storage buildings, patios, patio covers, decks, pools and/or spas, you may need to obtain a construction permit from the City/County within 30 days of the date of approval by the Committee.

Address of Property \_\_\_\_\_

Owner's Name \_\_\_\_\_

Home Tel \_\_\_\_\_ Work Tel \_\_\_\_\_

email #1 \_\_\_\_\_

Please describe the proposed improvement. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not doing the work yourself, who is the proposed contractor? \_\_\_\_\_

\_\_\_\_\_

Location of proposed improvement (Circle all that apply)

Front of Home      Back of Home      Side of Home      Roof of Home      Garage  
Patio      Fence      Other \_\_\_\_\_

Please provide information regarding ALL material to be used for the proposed improvement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date work proposed to begin \_\_\_\_\_ Date work proposed to end \_\_\_\_\_

\_\_\_\_\_  
Homeowner Signature / Date

\_\_\_\_\_  
Approved By / Date

\_\_\_\_\_  
Denied By / Date