



# Rolling Fork Owners Committee, Inc.

(713) 937-4175 (Mailbox #0) or Action Property Management (713) 686-4692

## Request for Home Improvement Application (ACC form)

In an effort to maintain and protect each individual homeowner's rights and property value, it is required that any addition or change to the exterior of your home or property be approved by the Homeowners Association. The Request for Home Improvement application must be filled out, and written approval given, prior to any work being started. This includes fences, screen enclosures, satellite dishes, major landscaping additions, exterior painting (even if same color), etc. The deed restrictions and Architectural guidelines may be found at our website: <http://www.rollingforkhoa.com/pages>.

Owner's Name \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Describe the improvement that you propose? (Example: patio cover, basketball goal, addition to house, solar panels, painting, roofing, etc.)

\_\_\_\_\_ Fence \_\_\_\_\_ Paint \_\_\_\_\_ Roof \_\_\_\_\_ Detached Bldg./ Shed \_\_\_\_\_ Patio/Arbor/Deck

\_\_\_\_\_ Satellite Dish \_\_\_\_\_ Landscaping \_\_\_\_\_ Solar Screens \_\_\_\_\_ New Construction \_\_\_\_\_ Repairs

\_\_\_\_\_ Pool/Spa \_\_\_\_\_ Door replacement \_\_\_\_\_ Other

Be Specific: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Improvement (check applicable areas)

\_\_\_\_\_ Front of House \_\_\_\_\_ Back of House \_\_\_\_\_ Roof of House \_\_\_\_\_ Garage \_\_\_\_\_ Patio

\_\_\_\_\_ Side of House \_\_\_\_\_ Other

Where is the **Other** improvement to be made? \_\_\_\_\_  
\_\_\_\_\_

**Note: To meet approval of the Architectural Control Committee (ACC), colors and material samples must be submitted with request.**

Materials that you will use for the proposed improvement: Check the blank on the left and specify paint color, lumber type, screen type, etc., on the right. Be specific to prevent return of your application for more information.

\_\_\_\_\_ Paint Color(s) \_\_\_\_\_ Cement \_\_\_\_\_

\_\_\_\_\_ Stain Color (s) \_\_\_\_\_  
 \_\_\_\_\_ Lumber Type(s) \_\_\_\_\_  
 \_\_\_\_\_ Lumber Grade \_\_\_\_\_  
 \_\_\_\_\_ Brick Type(s) \_\_\_\_\_  
 \_\_\_\_\_ Screen Type \_\_\_\_\_

\_\_\_\_\_ Pipe \_\_\_\_\_  
 \_\_\_\_\_ Electrical \_\_\_\_\_  
 \_\_\_\_\_ Fence \_\_\_\_\_  
 \_\_\_\_\_ Height \_\_\_\_\_  
 \_\_\_\_\_ Other \_\_\_\_\_

What are *other* materials? \_\_\_\_\_

**Submit plans or draw a sketch of the proposed project on this form or submit as an attachment.** Be sure to show street, house, and lot lines. If the addition will be a room added to the home, or is a patio cover or similar addition, draw two views of the proposed project from two angles showing its relationship to the home. Attach additional sheets if necessary.

**I understand the Architectural Control Committee will act on this request after receipt. I also understand that if enough information is not included in this *REQUEST FOR HOME IMPROVEMENT*, for the Architectural Control Committee to make a valid judgment about the quality and appearance of the improvement, it may be returned for more complete information. I agree not to begin proposed improvement(s) until I have been notified of the Committee's decision.**

\_\_\_\_\_  
 Homeowners Signature

\_\_\_\_\_  
 Date of Request

MAIL REQUEST TO:

Rolling Fork Owners Committee, Inc.  
 c/o Action Property Management  
 11118 Cypress North Houston  
 Houston, Texas 77065

**FOR OFFICIAL USE ONLY**

**Date Received by ACC:** \_\_\_\_\_

**Approved or disapproved:**

\_\_\_\_\_  
 ACC Chairperson

\_\_\_\_\_  
 Association President

\_\_\_\_\_  
 ACC Committee Member

\_\_\_\_\_  
 Association Director

**ACC COMMENTS TO HOMEOWNER**

\_\_\_\_\_  
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