

Southampton Place Townhomes Association



HOME CHANGE REQUEST

In order to protect each individual homeowner's property value and privacy, it is required for any homeowner group of homeowners planning improvements or changes to their deeded property (properties), including landscaping, to submit a home change request. This request is reviewed by the Architectural Control Committee to ensure compliance with deed restrictions, local statutes, and to protect neighboring homeowners. **If any changes is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement and/or change from the property.** *Your sample, photos, brochures, or drawings must be submitted with this application. If not, this request may automatically be denied and this application will be returned to you automatically.*

Please complete the entire form

Date: _____

Owner Name: _____

Property Address: _____

Phone Number (HM): _____ Work: _____

NOTE: The association will not be held responsible for ensuring compliance with restrictions utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies.

1. Describe in detail the change or improvement requested. (Attach a copy of the plot with any elevation changes.) _____

2. Who will perform the actual work? _____

3. The change or improvements will be located where?

- | | | |
|---|--|--|
| ☐ Front of House | ☐ Roof | ☐ Back of House |
| ☐ Patio | ☐ Basketball Goal | ☐ Other |
| ☐ Side of House | ☐ Carports | _____ |

4. ITEM:

Please attach a color sample front the color chart of a chip of the actual paint of stain. The request cannot be approved without them

TYPE/COLOR		TYPE/COLOR	
☐	Paint _____	☐	Screen _____
☐	Stain _____	☐	Cement _____
☐	Lumber _____	☐	Fencing _____
☐	Brick _____	☐	Other _____

I understand that the Architectural Control Committee (ACC) has up to thirty (30) days but will act upon this request as quickly as possible and contact me regarding their decision(s). I agree not to begin on the property changes or improvements until the ACC informs me of their approval.

INDEMNITY AND HOLD HARMLESS AGREEMENT

Homeowner agrees to and will indemnify and hold harmless the Association, it's Officers, Directors, Members, Employees, Agents and Deputies, from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damage to any property arising out of or in connection with the above referenced ACC request, including where such injuries, death, or damage are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity.

_____	Start Date: _____
Signature of Homeowner	Completion Date: _____

Please complete and return to: JDH Association Management Co
PO BOX 96046
Houston Texas 77213

ARCHITECTURAL CONTROL COMMITTEE USE ONLY

☐ APPROVED with the following restrictions, if any:

☐ DISAPPROVED for the following reasons:

ACC Signature: _____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____