

PARC CUNNINGHAM HOMEOWNERS ASSOCIATION

APPLICATION FOR ARCHITECTURAL APPROVAL FORM

EXTERIOR IMPROVEMENT, ADDITION, ALTERATION AND/OR CHANGE APPLICATION

In accordance with the governing documents of your Association, and in an effort to provide for and protect each owner's rights and property values, all exterior improvements and/or changes from original construction and colors must be submitted for and approved by the Architectural Review Committee (ARC) prior to the planned improvement and/or changes. If any change is made that has not been approved; the Committee has the right to require the owner to remove, alter or change the improvement at the owner's expense. Please complete the application below in its entirety and return to JDH Association Management Co. at 1776 Woodstead Court # 103 The Woodlands Texas 77380 (phone 281-695-1037 Facsimile 281-882-8086, or mikeh@jdhamc.com).

Subdivision/Association Parc Cunningham Sec/Blk/Lot _____/_____/_____ (if known)

Property Address _____ Name _____

Mailing Address _____

Work# _____ Home# _____ E-mail _____

The ARC may automatically deny any improvement request not including the following:

- ▶ **A site plan/survey indicating location of the proposed improvement, lot lines and easements.**
- ▶ **A drawing, photograph or brochure of the improvement indicating dimensions and where the addition/alteration will be placed.**
- ▶ **Color swatches and samples to be used in the improvement (shingle, paint, brick, stain, etc).**
- ▶ **Completion of all applicable areas of the application below.**

Status: _____/_____/_____ _____/_____/_____ _____
 Start Date Completion Date Date Completed Under Construction

Check below for the applicable improvement:

<input type="checkbox"/> Exterior Paint	<input type="checkbox"/> Roof	<input type="checkbox"/> [Reserved]	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Patio (ground)	<input type="checkbox"/> Sunroom	<input type="checkbox"/> [Reserved]	<input type="checkbox"/> Storage Bldg
<input type="checkbox"/> Patio Cover	<input type="checkbox"/> Gazebo	<input type="checkbox"/> [Reserved]	<input type="checkbox"/> Siding
<input type="checkbox"/> Deck	<input type="checkbox"/> Room Addition	<input type="checkbox"/> Antenna/ Satellite Dish	<input type="checkbox"/> Fence
<input type="checkbox"/> Mailbox	<input type="checkbox"/> Driveway/Sidewalk (new & extension)	<input type="checkbox"/> Solar Screens	<input type="checkbox"/> Arbor/Pergola
<input type="checkbox"/> Ext. Lighting	<input type="checkbox"/> Burglar Bars		
<input type="checkbox"/> Other (please list) _____			

Location of Improvement:

☐ Left side of house (stand and face house) ☐ Right side of house (stand and face house)
☐ Front of House ☐ Rear of House ☐ Other _____

Size: Height _____ Width _____ Length _____

List of Materials with color and/or material samples provided (check all applicable)

<input type="checkbox"/> Base paint color _____	<input type="checkbox"/> Trim paint color _____
<input type="checkbox"/> Garage door paint color _____	<input type="checkbox"/> Garage door trim color _____
<input type="checkbox"/> Stain color _____	<input type="checkbox"/> Fence color/material _____
<input type="checkbox"/> Siding color/material _____	<input type="checkbox"/> Roof color _____
<input type="checkbox"/> Other _____	

Applicable Section of Declaration _____ **Guidelines** _____

I understand that the ARC requests are reviewed by the Architectural Review Committee which may be the Board of Directors. . I hereby certify that the proposed construction/modification is in full compliance with all the Declaration of Covenants, Conditions and Restrictions For Parc Cunningham and all guidelines currently adopted by the Association. I acknowledge and agree to the terms and conditions set forth in the ARC Instructions to the Applicant . I am responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the submitted plans.

Owner's Signature _____

Date _____

ARC Instructions to the Applicant:

A. Each Applicant shall submit their proposal to the Architectural Review Committee (“ARC”) in writing, using an Application for Architectural Approval form. Applications shall not be considered complete until all required supporting documentation needed for approval has been submitted. This includes any additional documentation required by the ARC upon application review. The ARC, in its sole discretion, shall determine if the application contains the information necessary to assess the application.

B. Each Application shall include at a minimum the following: a) An Execution Plan including a Scope of Work and proposed Schedule b) A lot survey plat (a copy is acceptable) indicating the location of all existing easements, structures, improvements, and proposed improvements c) Professional plans and specifications prepared by an architect, engineer, or certified house planner (as required) shall be submitted d) A proposed drainage plan shall be included if proposed improvement will affect the existing drainage pattern

C. The ARC shall have 30 days from submittal of all documentation to approve or deny the application. If ARC has not approved, denied, or asked for additional information/clarification in writing, the proposed changes shall be deemed approved after 30 days. Email shall be deemed an acceptable form of writing for notification pursuant this Section C.

D. The ARC reserves the right to add additional conditions to the approval of any application prior to providing ARC approval.

E. ARC approval will be limited to the application and documentation submitted as written. Subsequent modifications by the homeowner/resident will require a new application to be filed with the ARC pursuant to Section I below.

F. If the ARC denies approval, the reason(s) for disapproval shall be stated as part of the written decision. The Applicant is free to request reconsideration and discuss alternatives with the ARC to demonstrate/propose acceptability. The modified application shall then be modified and resubmitted for approval.

G. Work shall be commenced within thirty (30) days after approval and completed within ninety (90) days unless alternative dates are proposed and approved in the application.

H. The ARC or their delegate of their choosing reserves the right to inspect the proposed improvement at any time without liability for trespassing until such time that the work pursuant to the application is complete. Applicant is responsible for paying inspection costs if required as part of application approval.

I. Any changes arising during execution of the work that materially change the plans submitted in the application shall be resubmitted for ARC approval prior to applicant making the change. The ARC will review and approve, deny, or ask for additional information/clarifications regarding these changes within five (5) business days.

J. Applicant is responsible for ensuring compliance with all applicable building codes and any governmental laws and regulations. The ARC assumes no liability for compliance.

K. [Reserved].

L. Contact the ARC for details regarding original construction of a residence upon a lot. Construction of a new residence shall be deemed an Addition, Alteration, or Change that requires ARC approval PRIOR to commencement of any and all site preparation or construction.

M. The ARC reserves the right to review requirements in the application and issue variances to any stated requirements depending on the nature of the proposed improvements.

N. The applicant is responsible for ensuring all work is performed in a safe manner. Failure of Applicant to comply with each and all such conditions shall render approval of the proposed improvement null and void and require the immediate cessation of any and all work regarding the application.

O. Any work commenced prior to application approval is done at the Applicant's own risk. If the improvement is not approved in whole or in part, Applicant may be required to return the property to its former condition at Applicant's sole expense, and to pay all legal and other expenses incurred to obtain compliance.

P. Hold Harmless Agreement: Applicant shall unconditionally indemnify and hold harmless the Parc Cunningham Homeowners Association, Inc., the ARC, Board, and its respective directors, officers, agents and employees, from any and all claims, suits, actions, expenses and damages which they may at any time suffer or incur to become liable to pay by reason of any accidents, damages or injuries to persons or to property or both in any matter arising from any work performed in connection with any Application for Architectural Approval or the acts or omissions of the ARC in connection therewith, including any negligent act or omission of the Association or ARC, or their respective directors, officers, agents or employees.