



ARCHITECTURAL MODIFICATION REQUEST

Owner's Name _____ Phone Number _____

Address _____ Email Address _____

NO SUBMISSION 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 to describe the project in detail. For any exterior painting requests, a photo of the brick must be included with this application. Homeowners are responsible for a \$75 inspection fee if the approved ARC request requires an on-site visit by a LEAD Association Management Inspector. IF YOU ARE INSTALLING A POOL, YOU MUST PROVIDE A DEPOSIT IN THE AMOUNT OF \$1,000.00 PAYABLE TO HARPER'S PRESERVE CAI. YOUR POOL INSTALLATION REQUEST WILL NOT BE REVIEWED UNTIL THE DEPOSIT IS RECEIVED AND THIS CHECK WILL BE DEPOSITED. Should you have any questions, please call LEAD Association Management, Inc. Tel: 281-857-6027 or email at arc@lead-in.com

BRIEFLY DESCRIBE THE ALTERATION OR IMPROVEMENT YOU ARE PROPOSING:

Who will do the actual work on this improvement: _____

Construction Start Date: _____ Completion Date: _____

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) _____
- Fence Type(s) _____
- Concrete _____
- Pipe _____
- Height _____
- Other _____

EMAILOR SUBMIT IN- PERSON COMPLETED FORM TO:

LEAD Association Management, Inc. - 13231 Champion Forest Drive, Suite 112 Houston, Texas 77069

Fax: 281-605-6675 Email: arc@lead-inc.com

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER'S RIGHTS AND VALUES, IT IS REQUIRED THAT ANY HOMEOWNER CONSIDERING IMPROVEMENT (EXAMPLES: EXTERIOR PAINT, PATIO COVERS, OUTSIDE BUILDINGS, FENCES, SIDEWALKS, DECKS, ETC.) OF THEIR DEEDED PROPERTY SUBMIT A REQUEST FOR HOME IMPROVEMENT APPROVAL TO THE ARCHITECTURAL REVIEW COMMITTEE FOR APPROVAL OF THE HOMEOWNERS ASSOCIATION PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. IF ANY CHANGES ARE MADE THAT HAS NOT BEEN APPROVED, THE COMMITTEE HAS THE RIGHT TO ASK THE HOMEOWNER TO REMOVE THE IMPROVEMENT FROM HIS PROPERTY. I UNDERSTAND THAT THE HARPER'S PRESERVE COMMUNITY ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE HAS 30 DAYS TO REVIEW THE REQUEST BUT WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I AGREE TO NOT BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE HARPER'S RESERVE COMMUNITY ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE NOTIFIES ME OF THEIR APPROVAL.

Signature of Homeowner

Date Committee Approved Request

Date Committee Received Request

Date Committee Denied Request