

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, 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 in detail and return form to:

Hunters Glen Community Association

c/o Marshall Management Group, Inc.

P.O. Box 35720

Houston, Texas 77235

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.**

Owner's Name: _____

Address of Property: _____

Contact Phone Number: _____

In Detail describe improvement you propose *(use additional sheet if necessary)*

Who will do the work on this improvement?

Location of improvement (Check the area that applies)

 Front of home Back of home Side of home Roof of home

Other:

I understand that the Architectural Control Committee will act on this request as quickly as possible and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the committee.

OWNER'S SIGNATURE

CONSTRUCTION START & END DATE

Below this line is for Office Use Only

DATE RECEIVED

APPROVED

DENIED

DATE OF ACTION