

Request for Home Improvement / Architectural Modification

Association or Subdivision: _____
Owner's Name: _____
Property Address: _____
Mailing Address: _____
Home Phone: _____ Mobile Phone: _____
Email: _____

Section 1: Overview of the improvement you are applying for:

Please mark only ONE improvement per application. If you have multiple improvements, please submit them under separate applications. This allows the committee to make decisions on each improvement individually.

- | | | |
|--|--|--|
| ☐ Basketball Goal | ☐ House Addition | ☐ Pool/Spa |
| ☐ Permanent ☐ Portable | ☐ Landscape | ☐ Roof |
| ☐ Doors | ☐ Outdoor Kitchen | ☐ Sidewalk/Walkway |
| ☐ Driveway | ☐ Outbuilding/Shed | ☐ Solar Panels |
| ☐ Extension ☐ Repair | ☐ Paint | ☐ Tree Removal/Addition |
| ☐ Fence | ☐ Patio | ☐ Window Replacement |
| ☐ Flagpole | ☐ Patio Cover | ☐ Yard Art |
| ☐ Generator | ☐ Play Set | |
| | ☐ Trampoline ☐ Swing Set | |
| ☐ Other _____ | | |

Please describe the improvement in specific detail. As appropriate for your project, please include elevation drawings, property survey, or photos.

Is this request in response to a violation letter we sent you? Yes ☐ No ☐

Please note the length, width, and height for the improvement:

Section 2: Proposed Materials

As applicable, please detail the materials you plan to use in your project. The words 'same' or 'to match' cannot be used in reference to what is already in place. You must specify the specific materials on this application. You must include a paint/stain sample if applicable to your project. You may include an attachment from the manufacturer's website with this application (digital is accepted).

Lumber Type(s): _____

Brick or Stone Type(s) & Color: _____

Fence material: _____ Fence Height: _____

Shingles

Manufacturer & Line: _____ Color: _____ Warr. Yr: _____

Paint/Stain

Siding -Body Manufacturer	_____	Color Number	_____	Color Name	_____
Trim Manufacturer	_____	Color Number	_____	Color Name	_____
Accent Manufacturer	_____	Color Number	_____	Color Name	_____

Section 3: Before vs After Comparison

To help the committee better understand the Before vs. After impact of your changes, please complete the relevant items below:

Brick Color: _____
Current/proposed

Siding Color: _____
Current/proposed

Trim Color: _____
Current/proposed

Accent Color: _____
Current/proposed

Front Door Color _____
Current/proposed

Garage Door Color: _____
Current/proposed

Section 4: Project Execution

Contractor name and phone # _____

Anticipated Start Date _____

Anticipated Completion Date: _____

Section 5: Signature

It is required that any homeowner considering improvement on their deeded property submit a request to the Architectural Control Committee for approval by the Homeowners Association prior to initiating work on the planned improvement. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement from their property. By signing this application, I understand that the 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 until the Architectural Control Committee notifies me of their decision. NOTICE: Please confirm that your assessment account is paid in full. If there is a balance on your account at the completion of your project, your damage deposit will be applied toward such balance.

Signature of Homeowner _____

Date _____

✓ IS YOUR REQUEST COMPLETE?

- ☐ Described improvement, and attached elevation drawings, brochures or photos
- ☐ Attached your SURVEY showing the exact location of the proposed improvements and distances to the property lines (except for painting, roofs or window replacement)
- ☐ Attached sample(s) of the paint, if painting or stain(s) if staining
- ☐ Defined the dimensions (length- width - height) of the structure, improvements and/or fence.
- ☐ You will be notified if additional information or an application fee is required for your community
- ☐ Signed the application.

*You may attach additional documents or digital files of additional information to assist in the process.

There are 4 ways to submit your application



Web portal



- Login and submit via portal: portal.chaparralmanagement.com

Email



- Send to acc@chaparralmanagement.com

Mail



- Mail to CMC at:
6630 Cypresswood Drive
Suite 100
Spring, TX 77379

In-person



- Bring to our office:
6630 Cypresswood Drive
Suite 100
Spring, TX 77379

Recommended application channel