

Teas Lakes Property Owners Association

3500 W. Davis, Suite 190
Conroe, Texas 77304
(936) 756-0032, FAX (936) 756-0023
shellypeterson@imcmanagement.net

Application for Improvement or Modification

Owner's Name: _____

Property Address: _____

Legal Description of Property - Section: _____ Blk: _____ Lot: _____

Contact information should the Committee wish to contact you for additional information:

Daytime Phone Number: _____ Email Address: _____

Mailing Address (if different from above): _____ Zip: _____

Contractor Information (if applicable):

Contractor Name: _____

Contractor Phone: _____ Contractor Email: _____

Projected Start Date: ____ / ____ / ____ Projected End Date: ____ / ____ / ____

Type of Improvement or Modification:

- | | |
|---|---|
| <input type="checkbox"/> Room/Home Addition/Patio Cover | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Pool and/or Spa | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Play Equipment/Structure | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Shed/Storage Building | <input type="checkbox"/> Exterior Lighting |
| <input type="checkbox"/> Concrete/Brick/Stone Patio/Pathway | <input type="checkbox"/> Driveway Extension |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Other _____ |

The following is **required** for consideration and approval:

- Lot Survey (with improvements drawn to scale)
- All required permits
- Accurate description of the project, including height, width and depth
- Description and samples of all exterior materials (paint color, roofing material, landscape stone, pavers. etc.)
- Elevation Drawing (front and side)
- Picture or drawing of the intended/existing project (pictures, sketches, brochures and other data or links to websites)

For Office/Committee Use Only:

Date Application Received: _____ Date of Decision: _____ Date of Final Compliance/Close-Out: _____

APPROVED APPROVED WITH CONDITIONS DENIED REJECTED-INCOMPLETE APPLICATION

Conditions/Comments/Suggestions: _____

Describe the nature of the project: _____

Location: (Lot survey of property **must** be included with desired improvement drawn to scale)

Dimensions: _____ Distance from fences and easements: _____

Colors: _____ Dimensions of completed structure: _____

Materials: _____

Owners Acknowledgements:

By submitting this application and by signing below, I understand that:

- the ACC will not process this application without all of the required information, permits and material samples;
- the ACC has up to thirty (30) days to review this application;
- I must complete the requested improvements within six (6) months from the date this application was approved;
- any improvement or modification to subject property prior to approval by the Architectural Control Committee (ACC) is strictly prohibited. If I commenced or completed any improvement or modification and any part of this application is denied, I will be required to return the property to its original condition at my own expense;
- all proposed improvements must comply with city, county, state and local codes. I understand that applications for all required permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge;
- any variation from the original application is prohibited. Any changes will require a new application;
- if approved, said improvements/modifications must be maintained per the Declaration of Rights, Restrictions, Affirmative Obligations and Conditions for Teas Lakes (Deed Restrictions);
- this improvement/modification will not alter the existing drainage of my lot, any surrounding lot, or common area. I will be responsible at my own expense to correct any drainage problems to such areas that may occur as a result of this modification;

Signature constitutes the following: I certify that all materials submitted in this application are true and correct. I understand and agree that no work may be performed prior to receipt of a written approval letter issued by the Teas Lakes ACC. I further understand that once approved, the project must not deviate from the terms of the written approval.

Owner's Signature: _____ Date: _____

Please submit this application with all required documents and samples to:

**IMC Property Management
3500 W. Davis, Suite 190
Conroe, TX 77304**

PLEASE NOTE: BROCHURES, BLUEPRINTS, SAMPLES, ETC, SUBMITTED TO THE ACC WILL NOT BE RETURNED