

# Teas Lakes Property Owners Association

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

## Application for Improvement or Modification

Owner's Name: \_\_\_\_\_  
Owner's Mailing Address: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_ Alternate: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Legal Description of Property- Sect: \_\_\_\_\_ Blk: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of Improvement:

<input type="checkbox"/> Room/Home Additions	<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"/> Sheds and/storage buildings	<input type="checkbox"/> Exterior Lighting
<input type="checkbox"/> Concrete/Brick/Stone Sidewalks and/or Patios	<input type="checkbox"/> Other _____

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

- Brochure (if available)                       Lot Survey, with improvements drawn to scale
- Samples of all exterior materials (paint colors, roofing materials, etc.)
- Additional permits and information pertinent Improvement.

1. Is it required to have permits for the improvement?  if yes, please provide a copy of the required permits (i.e., electrical, plumbing, etc.) It is the owner's responsibility to contact the City of Conroe and/or Montgomery County regarding permit requirements.
2. If there is pouring of concrete, use of stone or brick paving, is there also the installation of rebar, concrete forms or any other reinforcement?  if yes, please provide detail.

\_\_\_\_\_  
\_\_\_\_\_

3. What is the size and dimensions of the improvement? \_\_\_\_\_
4. How does the improvement face the street? \_\_\_\_\_
5. Is the improvement on a slab or cinder/cement blocks? \_\_\_\_\_
6. Is the improvement attached to the existing structure? \_\_\_\_\_  
Explain. \_\_\_\_\_

7. Is the improvement play equipment?  If yes, what are the roofing materials and colors? \_\_\_\_\_

How tall is the equipment? \_\_\_\_\_ How wide? \_\_\_\_\_

8. If the improvement is a pool or spa, where will the equipment be located? \_\_\_\_\_  
Will it be covered or concealed? \_\_\_\_\_

## *Teas Lakes*

9. Will the equipment be in view from the street? \_\_\_\_\_ If yes, explain how it will be concealed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Is the improvement landscaping? \_\_\_\_\_ Irrigation installation? \_\_\_\_\_ If yes, explain type and location.

\_\_\_\_\_  
\_\_\_\_\_

11. Installation of exterior lighting? \_\_\_ If yes, where? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. Will the improvement affect any drainage? \_\_\_\_\_ If yes, explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If applicable, Contractor Information:

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

May we contact the contractor with questions regarding the submissions? Y \_\_\_\_\_ N \_\_\_\_\_

Is the contractor bonded and insured? Y \_\_\_ N \_\_\_

Improvements made to the front of the residence, including driveways must be consistent with the existing community structures, etc. Any deviations from the current aesthetics will not be approved.

Please provide as much information as possible to expedite the review of the modification request.

By submitting this application and by signing below, I understand that the committee will not process the application without all of the information and samples. I understand that the committee has up to thirty (30) days to review this application. I understand that I must complete the requested improvement within six (6) calendar months from the date this application was approved. I understand that if I make any alterations to the plans submitted, I will have to re-submit those changes for prior approval.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

### **OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Date Application Processed: \_\_\_\_\_

Date Application APPROVED or DENIED: \_\_\_\_\_

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

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

**PLEASE NOTE: BLUEPRINTS, SAMPLES, ETC, SUBMITTED TO THE ACC COMMITTEE  
WILL NOT BE RETURNED.**