

**Willow Forest Homes Association Inc.**

**ARCHITECTURAL CONTROL COMMITTEE**

**APPROVAL REQUEST FOR HOME IMPROVEMENTS OR MODIFICATIONS**

Return to: Willow Forest Homes Association by Fax at 832-442-5735

Or Email as attachment to [webmaster@willowforest.net](mailto:webmaster@willowforest.net) upon completion if no samples are required.

It is required that any homeowner considering improvements to their property must make application to the ACC for approval. Any improvements, which would alter the existing architectural plan of the property, and esthetics, must be submitted to the committee. Said request must be made prior to commencing these improvements. Failure to do so may result in required removal and restoration to previous state.

**PLEASE FILL OUT THIS FORM IN COMPLETE DETAIL**

OWNERS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNERS EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

May Willow Forest use your email address to contact you about this and other activities in the neighborhood? \_\_\_\_\_ Yes \_\_\_\_\_ No

PROPERTY ADDRESS: \_\_\_\_\_

Briefly describe the improvements to be made: (Attach a sketch if necessary): \_\_\_\_\_

Who will perform the work? \_\_\_\_\_

Construction Start Date: \_\_\_\_\_

Location of Improvements: (Front of house, back of house, patio, side of house, garage, etc.) (Please include a plat or drawing of your lot to indicate the location on the lot of the improvements.)

Please attach a list of materials proposed to be used, including colors of paint or stain (sample) to be used:

I understand that the **Willow Forest Homes Association ARCHITECTURAL CONTROL COMMITTEE** will act upon this request as quickly as possible. I agree not to begin improvements until the Committee notifies me to do so or receives a letter of approval.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

UNLESS OTHERWISE STATED, ALL WORK MUST BE COMPLETED WITHIN NINETY (30) DAYS.

**FOR OFFICE USE ONLY:**

Approved/Disapproved:  X  \_\_\_\_\_  X  \_\_\_\_\_  
Board Members (2) Date

Approved/Disapproved  X  \_\_\_\_\_  
President Date