



Cypress Forest Community Association, Inc. Application for Property Modification – Architectural Control Committee

In accordance with the governing documents of your Association, all exterior improvements and/or changes from the original construction must be submitted for and approved by the Architectural Control Committee (“ACC”). Failure to receive approval for the improvement and/or change may result in you having to remove, alter or change the improvement in order to comply with the rules and regulations of the Association. Approval of plans submitted will be contingent upon the right of the ACC to make an exterior inspection of the property to ensure that the improvements and/or addition are constructed in accordance with the plans ultimately approved by the ACC in this review. Your signature and/or electronic submission on this form gives your consent to this provision and ACC inspection. Please complete the application below in its entirety and return to IMC Property Management at 3500 W Davis St #190, Conroe, TX 77304. You may also email the request to Scott Hubert, president, at scotthubert@hotmail.com.

Owner’s Name(s): _____	Email Address: _____
Owner’s Mailing Address: _____	
Daytime Phone Number: _____	Other Contact Information (If Applicable): _____

Legal Description of Property:
Property Address: _____
Section: _____ Block: _____ Lot: _____

Contractor Information (If Applicable):
Contractor’s Name(s): _____
Contractor’s Address(es): _____ Contractor’s Phone Number(s): _____
Contractor’s E-Mail Address(es): _____ Contractor’s Website(s): _____
May we contact your contractor with questions in regard to your submission and this project? Yes No (circle one)

Type of Improvement Being Requested:		
<input type="checkbox"/> Basketball Goal (Permanent)	<input type="checkbox"/> Fence Repair/Replacement	<input type="checkbox"/> Rain Barrel
<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Gate/Columns	<input type="checkbox"/> Room Addition/Extension of Home
<input type="checkbox"/> Door: Front/Storm/Garage	<input type="checkbox"/> Gazebo/Arbor/Pergola	<input type="checkbox"/> Siding
<input type="checkbox"/> Driveway Extension/Modification	<input type="checkbox"/> Major Landscape	<input type="checkbox"/> Window(s)
<input type="checkbox"/> Roof Replacement	<input type="checkbox"/> Paint	<input type="checkbox"/> Mailbox
<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Pool/Spa Addition	<input type="checkbox"/> Flagpole
<input type="checkbox"/> Tree Removal	<input type="checkbox"/> Other (Please Describe): _____	

Location of Improvement/Modification:		
<input type="checkbox"/> Front of Property	<input type="checkbox"/> Back of Property	<input type="checkbox"/> Side of Property
<input type="checkbox"/> Left Side of Property (Facing Structure)	<input type="checkbox"/> Right Side of Property (Facing Structure)	

Proposed Construction Schedule:

Proposed Start Date: _____ Proposed Completion Date: _____

Your project must start within 60 days of date of approval, or you must resubmit for approval. All projects must be complete prior to 120 days from approval date.

Please Describe in Detail The Project You are Proposing to Complete: _____

You must submit the following:

- This Completed and Signed Application (Your Application Will Be Denied if Incomplete)
- \$50 Application Fee Payable to "Cypress Forest Community Association, Inc." (this fee covers the management company expense)
- Elevation Drawing (Front and Side)
- Brochure of Product (If Available)
- Lot Survey, Inclusive of Improvements Drawn to Scale (Be Certain to Identify Distance From Structures to Lot Lines)
- Samples of All Exterior Materials, Color Swatches and Samples That Would Assist in Color and Texture Identification
- Any Additional Information or Samples Pertinent to this Improvement

Affirmation:

By submitting this application and signing below (or applying a digital signature), I understand that the ACC will not process this application without all of the proper information, surveys and samples (where applicable). I understand that the committee has up to 30 days to review this application. I understand that if I make any alterations to the plans, I must resubmit a new application. I understand the ACC are a group of volunteers in the community and will do their best to act as quickly as possible in their determination regarding my application. I hereby certify that the proposed construction/ modification is in full compliance with all the Declaration of Covenants, Conditions and Restrictions and all guidelines currently adopted by Cypress Forest Community Association, Inc. Finally, I understand that the decisions are determined concerning only my architectural plans submitted. I am responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the submitted plans.

If there are questions or concerns about your project, or if you would like to determine status, you may reach out to IMC Property Management at 936-756-0032 or the board president, Scott Hubert, at scotthubert@hotmail.com or 832-663-0133.

Property Owner's Signature

Date

OFFICE USE ONLY

Date Application Received: _____ Date Application Processed: _____

Date "More Information Required" Correspondence Sent: _____

Sent Via: Email USPS (circle one)

Additional Information Requested: _____

Approved Denied (circle one) Date of Decision/Reason: _____

ACC Member Signature: _____