

Home Improvement Request

Sageglen Community Association

All exterior modifications to your property **MUST** be approved in advance. Please describe improvement and provide as much detail information as possible. Your request may be returned if the application is not properly completed and/or more information is required. **A homeowner signature is required.** Thank you for your cooperation.

Owner Name: _____
Contact Name: _____
Property Address: _____
Mailing Address: (if different from the property address) _____
E-mail: _____
Phone: _____ Cell # _____

(Calling instructions – please list preferred phone number and best time to call)

Information and materials that will be required depending on improvement/project type: property survey, sketch, drawings, plan designs, list of materials, contractor's work order, dimensions & specifications, color samples, roof samples, brochures, and/or current picture of house. Harris County Permit may be required for some construction.

Describe the improvement/project and location: (be specific, give as much information as possible)

Materials to be used: (A list of all materials may be attached separately or added on the back of this form: specifically, brick, cement, siding, lumber, etc.)

Paint Color: (sample, brochure, and/or house picture required)
Base _____ Trim _____ Accent (if any) _____
Roof: (sample/picture or brochure required) Manufacturer: _____ Series: _____
Warranty: _____ Color: _____ Style: [Must be High Definition] _____
List any additional information: _____

Request Start Date: _____ **Expected Completion Date:** _____

Please read the following statement carefully

I am the owner of the property and have submitted a complete application with samples, brochures and/or survey, as required. I also understand that my request may be returned if I do not have all the information attached. I agree not to start the improvement until I have been notified of the ACC's decision which may take up to 45 days.

Signature: _____ **Date:** _____

----- **For Official Use Only** -----

Approved

Approved with Conditions

Disapproved

Signature: _____ Title: _____ Date: _____