

**WORTHAM GROVE HOMEOWNERS ASSOCIATION, INC.**  
c/o CREST MANAGEMENT CO.  
P.O. BOX 219320  
HOUSTON, TEXAS 77218-9320  
281-579-0761 ext.630  
FAX: 281-599-8585 (please do not fax pictures)  
e-mail: [sam@crest-management.com](mailto:sam@crest-management.com)

Dear Resident:

Re: ACC Application:

Enclosed please find an ACC application for your home improvement or modification. Please note what is needed for your type of improvement and include with your application necessary forms, such as, photos, paint samples, solar screen samples, drawings, brochure, lot survey, and your signature are examples of what is needed for us to complete your request in a timely manner. If these items are not submitted with your application, your request is denied and returned to you for completion. Please read the application carefully.

- ◆ A LOT SURVEY IS AN ARCHITECTURAL DRAWING OF YOUR PROPERTY SHOWING YOUR HOME, EASEMENTS, AND BUILDING LINES. A COPY USUALLY COMES WITH YOUR CLOSING PAPERS.
- ◆ Please SHOW on the survey in a distinguishable color, other than black ink, the location of your project.
- ◆ Faxed pictures come across as a solid black picture, so please mail or e-mail pictures. Faxed pictures cannot be used.

You will be notified by letter after the ACC committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding your forms, please contact, Sam Simmons, at 281-579-0761 EXT 630.

Sincerely,  
CREST MANAGEMENT

Sam Simmons,  
Agent for the Association

**IMPORTANT:  
REMEMBER: WITHOUT PROVIDING EVERYTHING NEEDED—  
YOUR APPLICATION WILL BE DENIED AND RETURNED TO YOU FOR  
COMPLETION AND RESUBMITTAL. THIS WILL DELAY YOUR PROCESS.**

**Enc:**

**HOME OWNERS ASSOCIATION – WORTHAM GROVE  
C/O CREST MANAGEMENT COMPANY**

P.O. Box 219320

HOUSTON, TEXAS 77218-9320

PHONE: 281-579-0761 FAX: 281-599-8585 (DO NOT FAX PICTURES)

**APPLICATION FOR HOME IMPROVEMENTS AND MODIFICATIONS**

**PLEASE ALLOW AT LEAST 30 DAYS FOR ANSWER--YOU WILL BE NOTIFIED BY LETTER**

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvement(s) and/or change(s) to their home or property submit an "Application for Home Improvements and Modifications" to the Architectural Control Committee. If any change is made that has not been approved, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property. Approved projects must be completed within 90 days of approval or be re-submitted.

**HOMEOWNERS INFORMATION**

<b>NAME</b>		<b>SUBDIVISION:</b>	
<b>ADDRESS</b>			<b>DATE:</b>
<b>HOME PHONE No.</b>		<b>WORK PHONE No.</b>	

**REQUIREMENTS LISTED BELOW FOR: IMPROVEMENT OR MODIFICATION**

\*\*\*\*\*WITH THE EXCEPTION OF PAINTING, SIDING, ROOF AND DOORS **EVERYTHING ELSE** REQUIRES A LOT SURVEY WITH THE LOCATION OF THE PROJECT **DRAWN** ON THE SURVEY. COLOR SAMPLES, MATERIALS, DIMENSIONS & DETAILS ARE REQUIRED ON ALL IMPROVEMENTS AND MOST NEED PICTURES. (SEE BELOW)

**WITHOUT THE NECESSARY ITEMS - YOUR APPLICATION WILL BE DENIED AND RETURNED FOR COMPLETION AND RESUBMITTAL**

**CHECK BOX / CIRCLE IMPROVEMENTS below (REQUIREMENTS NEEDED LISTED IN EACH BOX- PLUS A LOT SURVEY)**

SOLAR SCREENS – PROVIDE SCREEN SAMPLE & WINDOWS LOCATIONS MARKED ON LOT SURVEY	STORM DOOR OR REPLACE FRONT DOOR – PROVIDE PICTURE & COLOR SAMPLE	PATIO SLAB, LANDSCAPE BORDER, DRIVE EXTENSIONS-PICTURES, DIMENSIONS & MATERIALS	YARD ART/ BENCH, POTS, FOUNTAINS, STATUES, BIRD BATHS, DIMENSIONS & PICTURES
GUTTERS & SHUTTERS – PROVIDE MATERIAL & COLOR SAMPLE	PATIO COVERS, ARBORS, GAZEBOS OR ROOM ADDITIONS – SEE BELOW	WROUGHT IRON FENCING OR GATES - PROVIDE PICTURE & DIMENSIONS	DECKING – PROVIDE DRAWING ON LOT SURVEY & DIMENSIONS
SIDING REPLACEMENT - PROVIDE MATERIAL SELECTION & COLOR SAMPLES	LANDSCAPING, TREE REMOVAL OR TREE PLANTING MARK ON LOT SURVEY	WOOD FENCING – PROVIDE HEIGHT AND STAIN SAMPLE IF APPLICABLE	LOW VOLTAGE LANDSCAPE LIGHTING – PROVIDE PICTURE AND MARK ON LOT SURVEY
SPRINKLER SYSTEMS - SHOW LOCATION OF IRRIGATION HEADS ON LOT SURVEY	REROOFING – PROVIDE SHINGLE SAMPLE & WARRANTY INFORMATION	SATELLITE DISH - MARK ON LOT SURVEY & PROVIDE DISH SIZE	STORAGE SHED- PROVIDE PICTURE, DIMENSIONS & BROCHURE
EXTERIOR PAINTING-EVEN IF THE SAME COLOR IS USED, PROVIDE A PAINT SAMPLE	PLAY EQUIPMENT, SWING SETS & TRAMPOLINES PROVIDE DIMENSIONS & MARK ON LOT SURVEY	POOL & SPAS – PROVIDE DRAWINGS – MARK ON LOT SURVEY. POOL COMPANY SHOULD COMPLETE THIS APPLICATION	OTHER

**If OTHER Please Describe**

<b>WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?</b>	<b>PHONE NUMBER</b> ( )
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**\*\*\*ANY PAINTING(EVEN IF SAME COLOR) OR STAIN MUST HAVE COLOR SAMPLES PROVIDED OR YOUR APPLICATION WILL BE RETURNED**

<b>PAINTING OR STAIN: PLEASE STATE NEW PAINT COLOR &amp; PROVIDE SAMPLE:</b>	<b>PORTION OF HOUSE TO BE PAINTED:</b>	<b>COLOR OF YOUR BRICK:</b>
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<b>TRIM COLOR: (INCLUDE SOFFIT, FASCIA, AND WINDOW TRIM)- PROVIDE PAINT SAMPLE</b>	<b>ACCENT COLOR (INCLUDES SHUTTERS, WINDOWS HOODS &amp; EXTERIOR DOORS)-PAINT SAMPLE</b>
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**\*\*\*ROOM ADDITION, ENCLOSED PATIO, STORAGE BUILDING, PATIO, PATIO COVER, GAZEBO OR ARBOR APPLICATIONS MUST HAVE: A PHOTO, BROCHURE OR DRAWINGS, DIMENSIONS, MATERIALS USED, PAINT, SCREEN SAMPLES AND A LOT SURVEY SHOWING THE LOCATION OF THE IMPROVEMENT OR YOUR APPLICATION WILL BE RETURNED**

<b>HEIGHT OF PROJECT AT HIGHEST PEAK:</b>	<b>WIDTH:</b>	<b>LENGTH:</b>	<b>SQUARE FOOTAGE OF BUILDING OR PATIO</b>
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**PROVIDE A LOT SURVEY AND DRAW ON THE SURVEY WHERE YOUR MODIFICATION , PROJECT, BUILDING, CHANGE OR ADDITION IS LOCATED: THIS IS ESSENTIAL.**

◆ (A LOT SURVEY IS A DRAWING OF YOUR PROPERTY SHOWING EASEMENTS AND BUILDING LINES. THIS CAME WITH YOUR CLOSING PAPERS)

◆ WE NEED TO KNOW HOW YOUR IMPROVEMENT WILL LOOK WHEN FINISHED

**Materials Necessary for Proposed Improvement or Modification**

<b>Circle what you will use in your project:</b>				
Lumber	Brick	Cement	Pipe	
Screen	Fence	Electrical	Shingles	Other
If OTHER please describe:				
Lumber Type	Brick Type	Screen Type: Location of windows to screen ( <u>NEED NAME AND SAMPLE</u> OF SCREEN		
Fencing Material ( <u>PROVIDE LOT SURVEY</u> ) If staining—must have color sample:			Height of Proposed Fence	

**PLEASE READ BELOW AND FOLLOW INSTRUCTIONS SO APPLICATION WILL BE PROCESSED TIMELY. IF THE NECESSARY ITEMS ARE NOT PROVIDED, YOUR APPLICATION WILL BE DENIED AND RETURNED FOR COMPLETION AND RESUBMITTAL.**

All applications must include a lot plan/survey, which shows the house, lot lines and easements. In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail. A copy of any applicable city/county permits must be included. Please include a sample of all improvements! (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) If you should have any questions, please contact:  
**CREST MANAGEMENT at 281-579-0761.**

In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements; falsification or omission of information shall be grounds for denial of this application. I further understand that the **Architectural Control Committee has at least thirty (30) days** upon receipt to review my application and I agree not to begin property improvements or modifications until the Committee **notifies me, in writing**, of their decision. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

<b>HOMEOWNERS SIGNATURE:</b>	<b>DATE:</b>
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MAIL COMPLETED FORM TO: **CREST MANAGEMENT CO.  
P.O. Box 219320  
HOUSTON, TX. 77218-9320**

**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

DATE APPLICATION FORWARDED TO THE COMMITTEE: \_\_\_\_\_

RECOMMENDATION OF THE COMMITTEE:

APPROVED

DENIED

COMMENTS:

ACC SIGNATURE 1:

DATE:

ACC SIGNATURE 2:

DATE:

ACC SIGNATURE 3:

DATE: