



POMONA RESIDENTIAL COMMUNITY

REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to provide and protect each individual Homeowner's rights and values, it is required that any Homeowner or group of owners considering improvements and/or changes to their home or property, submit a REQUEST FOR HOME IMPROVEMENT APPROVAL to the Architectural Review Committee for planned improvements and/or changes. If any change is made that has not been approved, the Association has the right to ask the Homeowner to remove the improvement(s) and/or change(s) from the property.

Prior to commencement of construction of any Improvements over 200sq feet, an Owner shall obtain all required approvals/permits from the City of Manvel and comply with all applicable Legal Requirements in order for the Owner to construct, operate and maintain the Improvements.

Please fill out this form in COMPLETE detail. DATE: _____

Name of Owner: _____

Current Mailing Address: _____

Address where Construction is to be performed: _____

Community Name: _____ Email: _____

Home Telephone: _____

Business Telephone: _____

*** Communication regarding pending applications will be sent via email. Please ensure that a current email address is listed above. If you do not use email, please enter "Not Applicable" in the email field above.**

- *ARC \$25 administrative fee (made payable to Pomona) is required (excluding pool requests).*
- *ARC for Pool \$125 administrative fee (made payable to Pomona) is required.*
- *If you are installing a pool, you are responsible for any damage to common areas caused by your pool company. Upon completion of the project, notify the HOA, to inspect the common area to ensure it was returned to pre-construction condition. If any unrepaired damage is discovered, you will receive an invoice for repairs. Invoice is to be paid within 30 days. After 30 days, the repair cost will be charged to your HOA account.*

Initials: _____

Type of improvement/change proposed: _____

**Include brochure/photos – materials which will help the committee in its evaluation of the request.
Lot survey and material sample.**

I. PAINTING:

Property owners who wish to re-paint their house with the same original color do not have to submit a modification application. Property owners who elect to change their house color from the originally approved color are required to submit a modification application.

Color of Brick: _____

Color to be used for: (include samples for each area) Main portion of house: _____
(Including Garage Doors)

Trim: _____
(Soffit, Fascia Boards, Window Trim)

Accents: _____
(Shutters, Window Hoods, Doors)

II. BASKETBALL GOALS:

Permanent goals may be installed subject to prior approval of the location and other specifications set forth in the Architectural Guidelines.

PORTABLE BASKETBALL GOALS ARE ALLOWED BUT MUST BE STORED OUT OF VIEW IN THE REAR OF YARD WHEN NOT IN USE.

III. SOLAR PANELS

All devices shall be installed in such a manner that no portion of the device is higher than the roof section to which is it attached. No portion of the device may extend beyond the perimeter boundary of the roof section to which it is attached and must conform to the slope of the roof.

IV. Structures: SHEDS/PLAY EQUIPMENT/GAZEBOS

Sheds must be located behind a 6' cedar fence, not exceed 8' overall height and limited to 100 square feet. Exterior materials are limited to wood or cedar (metal and plastic sheds are not allowed). The sheds must have a pitched roof and shingles similar to that of the main house and must have a minimum of 5' clearance from other structures or property lines.

Play equipment shall be limited to the rear yard and not exceed a maximum height of 12' -0 ". Awnings must be composed of wood (to match the stained structure) or fabric. Fabric awnings shall be solid earth tone color (i.e. dark green, grey, brown, etc).

Playhouses are also confined to the rear yard and located behind a 6' wood fence. The playhouse roof and facade materials and colors must be similar to that of the main house if visible over the fence. The overall height shall not exceed 8', not exceed 80 square feet in area and have at least a 5' clearance from any structure or property line. If a property already has a storage shed or gazebo, the playhouse may not be permitted.

IV. POOLS/SPAS/HOT TUBS

All pools, spas and hot tubs are to be located in side or rear yards and abide by City of Manvel standards. Pool, spa and hot tub equipment must be enclosed within a 6' fence. Above ground, masonry block, vinyl lined and low hung vinyl lined pools will not be approved. Pool, spa or hot tub drainage must be routed into the sanitary sewer line. Under no circumstances is surface deck or overspill drainage permitted to drain into a concentrated drain source (i.e., pvc pipe) into streets, neighboring properties, or "natural area". Improvements must have a minimum 5' clearance from other structures or property lines.

Must submit:

1. Lot survey with the location of the structure or pool indicated
2. Copy of permit from city of Manvel
2. Type of materials to be used
3. Dimensions of structure, i.e., height, width and length
4. Samples of roofing material and paint

I understand that the Association's Architectural Review Committee will act on this request as quickly as possible and contact me regarding their decision. I agree not to begin property improvements/changes until the Community Manager notifies me of their approval. I agree to keep all improvements on this lot in good repair.

I understand and agree that it is the duty of the Owner and any contractor or consultant employed by the Owner to determine that the proposed improvement is structurally, mechanically, and otherwise safe, and that it is designed and will be constructed in accordance with the Covenants and Restrictions applicable to the Lot. I agree that neither the Association, or any Director, Officer, Committee, Managing Agent, or member or employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or non -approval of this application or any facet thereof. I hereby release, indemnify and hold harmless the Indemnified Parties harmless from any claim, liability, damage, suit and attorney's fees arising out of any action or omission of any of the Indemnified Parties with regard to this application and in regard to the design plan review, construction or inspection of the proposed improvements, including any claims, liability, damages, suits and attorney's fees resulting from the negligent acts of one or more of the Indemnified Parties.

Signature of Homeowner

Proposed Construction Start Date

Proposed Completion Date

RETURN TO:

FIRST SERVICE RESIDENTIAL
c/o POMONA RESIDENTIAL CAI
4545 POMONA PKWY
MANVEL, TX 77578

PLEASE NOTE: THE ARCHITECTURAL REVIEW COMMITTEE HAS THIRTY (30) DAYS FROM THE DATE THE APPLICATION IS RECEIVED TO REVIEW APPLICATIONS AND RESPOND TO REQUESTS. THANK YOU FOR YOUR UNDERSTANDING.