

Nottingham Maintenance Fund, Inc.

c/o Crest Management Company

P.O. Box 219320

Houston, Texas 77218-9320

Phone: (281) 579-0761

Fax: (281) 579-7062

www.crest-management.com; www.ournottinghamhoa.org

Exterior Modification Request Form

Dear Resident:

Enclosed please find an Exterior Modification Request Form for your home improvement or modification. Please note what is needed for your type of improvement and include with your completed and signed application necessary forms, such as photos, paint samples, drawings, brochures, lot survey, etc. in order for Crest to expedite processing of your application. 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.

The completed and signed application should be submitted to Crest Management by mail to P.O. Box 219320, Houston, TX 77218, by fax to (281) 579-7062 or by email to daniele@Crest-Management.com.

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

If you have any questions regarding the forms or requirements, please contact Daniel with Crest Management at (281) 945-4681 or DanielE@Crest-Management.com.

Sincerely,
CREST MANAGEMENT

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

Enclosure

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Exterior Modification Request Form

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 **"Exterior Modification Request Form"** to the Deed Restriction Enforcement 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 must be re-submitted.

HOMEOWNERS INFORMATION

NAME		SUBDIVISION	
ADDRESS			DATE
HOME PHONE NO.		WORK PHONE NO.	

REQUIREMENTS LISTED BELOW FOR: IMPROVEMENT OR MODIFICATION ***WITH THE EXCEPTION OF PAINTING, SIDING, SHUTTERS, SCREENS, ROOF AND DOOR EVERYTHING ELSE REQUIRES A LOT SURVEY WITH THE LOCATION OF PROJECT DRAWN ON SURVEY. COLOR SAMPLES, MATERIALS, DIMENSIONS AND DETAILS ARE REQUIRED ON ALL IMPROVEMENTS OR CHANGES AND MOST NEED PICTURES. (SEE BELOW) WITHOUT NECESSARY ITEMS YOUR APPLICATION IS DENIED AND RETURNED FOR COMPLETION AND RESUBMITTAL.**

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

SOLAR SCREENS/WINDOW TINT - SCREEN /TINT SAMPLE, INDICATE WHICH WINDOWS WILL BE REPLACED	REPLACE FRONT DOOR/STORM DOOR - PICTURE & COLOR SAMPLE	PATIO SLAB/ SIDEWALKS/ LANDSCAPE BORDER/ DRIVEWAY EXTENSION-PIC, DIM, MATERIAL USED	YARD ART/ BENCH/ POTS/ FOUNTAIN/ SWING/ STATUE/ BIRD BATH -DIMENSIONS, PIC
GUTTERS/SIDING / SHUTTERS HARDIPLANK - COLOR SAMPLE	PATIO COVER/ GAZEBO/ ROOM ADDITION - SEE BELOW	WROUGHT IRON FENCE/ GATE - PIC & DIMENSIONS	DECK -DRAWING, DIMENSIONS
BASKETBALL GOAL (PERMANENT) - PICT/DIM	LANDSCAPE/TREE REMOVAL/ TREE PLANTING - LOT SURVEY	WOOD FENCE - HEIGHT, MATERIALS, STAIN SAMPLE	LANDSCAPE LIGHTS - PIC
SPRINKLER SYSTEM - LOCATION OF SPRINKLER HEADS	ROOF - SHINGLE SAMPLE & # OF YEARS WARRANTY	SATELLITE DISH- LOT SURVEY, LOCATION, SIZE	STORAGE SHED- PIC, DIM, BROCHURE
EXTERIOR PAINTING - EVEN IF SAME COLOR - PAINT SAMPLE	PLAY EQUIP/FORT/ SWING SET/TRAMPOLINE/BB GOAL - PIC, DIM, HEIGHT, LOT SURVEY	POOL/SPA - DRAWINGS IMPOSED ON LOT SURVEY BY POOL CO.	OTHER

If OTHER, PLEASE DESCRIBE

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?	PHONE NO.
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ANY PAINTING (EVEN IF SAME COLOR) OR STAIN MUST PROVIDE COLOR SAMPLES OR YOUR APPLICATION WILL BE RETURNED

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

HEIGHT OF PROJECT AT HIGHEST PEAK	WIDTH	LENGTH	SQUARE FOOTAGE OF BUILDING / PATIO
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PROVIDE A LOT SURVEY AND DRAW ON THE SURVEY WHERE ON YOUR PROPERTY 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

Circle what you will use in your project:				
<input type="checkbox"/> Lumber	<input type="checkbox"/> Brick	<input type="checkbox"/> Cement	<input type="checkbox"/> Pipe	
<input type="checkbox"/> Screen	<input type="checkbox"/> Fence	<input type="checkbox"/> Electrical	<input type="checkbox"/> Shingles	<input type="checkbox"/> Other
If OTHER, please describe:				
Lumber Type	Brick Type	Screen Type (NEED NAME AND SAMPLE OF SCREEN)		
Fencing Material (PROVIDE LOT SURVEY) 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 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 Deed Restriction Enforcement 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.

HOMEOWNERS SIGNATURE	DATE

MAIL COMPLETED FORM TO: **CREST MANAGEMENT CO.
P.O. BOX 219320
HOUSTON, TX. 77218-9320**

DEED RESTRICTION ENFORCEMENT COMMITTEE USE ONLY	
DATE APPLICATION FORWARDED TO THE COMMITTEE: _____	
RECOMMENDATION OF THE COMMITTEE:	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
COMMENTS:	
DREC SIGNATURE 1:	DATE:
DREC SIGNATURE 2:	DATE:
DREC SIGNATURE 3:	DATE:

ITEMS NECESSARY FOR EXTERIOR MODIFICATION REQUEST FORM APPROVAL

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING DENIED AND RETURNED BACK TO YOU ASKING FOR COMPLETION AND RESUBMISSION. WITH THE EXCEPTION OF ROOF, DOOR, PAINTING, SCREENS, SHUTTERS AND SIDING EVERYTHING ELSE REQUIRES A LOT SURVEY WITH THE PROJECT'S LOCATION DRAWN ON SURVEY. MOST NEEDS PICTURES, MATERIALS USED TO MAKE PROJECT, AND SAMPLES OF MATERIALS. DIMENSIONS INCLUDE THE HEIGHT FROM GROUND TO THE HIGHEST PEAK. WE NEED TO KNOW WHAT YOUR PROJECT WILL LOOK LIKE AFTER COMPLETION.

IF YOU ARE APPLYING FOR: (FIND PROJECT AND SUBMIT NECESSARY ITEMS)

1. PATIO COVER, ARBOR, GAZEBO, ROOM ADDITION, PERGOLA ETC.: YOU MUST SUBMIT 2 DRAWINGS -A SIDE VIEW AND A FRONT VIEW- SHOWING HOW THE STRUCTURE WILL LOOK -: INDICATE DIMENSIONS, INCLUDING HEIGHT FROM GROUND TO HIGHEST PEAK, COLOR, MATERIALS AND ROOFING. PROVIDE PHOTOS OR BROCHURE AND SHOW THE PLACEMENT ON THE LOT SURVEY. PROVIDE ROOF & PAINT SAMPLES.
2. PLAY FORT, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC: YOU MUST SUBMIT A PHOTO, BROCHURE OR DRAWING. INDICATE SIZE, HEIGHT, COLOR, MATERIALS, DIMENSIONS, ETC. AND SHOW THE PLACEMENT ON THE LOT SURVEY.
3. POOL / SPA: YOU MUST INDICATE ON THE LOT SURVEY THE LOCATION OF THE POOL / SPA, POOL EQUIPMENT, AND ANY DECKING. ALSO, SHOW ANY SLIDES OR OTHER STRUCTURES THAT WOULD BE OVER THREE (3) FEET HIGH. PLEASE INDICATE HOW THEY WILL ACCESS THE BACKYARD. (POOL COMPANY WILL SUPPLY THIS FOR YOU).
4. STAIN, EXTERIOR PAINTING, GUTTERS, SIDING, OR HARDIPLANK: PLEASE SUBMIT SAMPLE OF COLOR OF STAIN, PAINT OR SIDING MATERIAL, EVEN IF USING THE SAME EXISTING COLOR.
5. NEW ROOFING: PLEASE SUBMIT ROOFING SHINGLE SAMPLE AND NUMBER OF WARRANTY YEARS OF SHINGLES.
6. NEW FRONT DOOR, STAINING DOOR, OR STORM DOOR: PLEASE PROVIDE PHOTO OR BROCHURE AND COLOR SAMPLE. IF STAINING DOOR, PLEASE PROVIDE STAIN COLOR SAMPLE.
7. SOLAR SCREENS, WINDOW FILM / TINT OR REPLACING WINDOWS: PLEASE PROVIDE SCREEN OR FILM SAMPLES AND WHAT WINDOWS YOU ARE ADDING THIS TO. IF REPLACING WINDOWS, STATE WHAT WINDOWS YOU ARE REPLACING AND SEND PHOTOS OR BROCHURE TO SHOW LOOK.
8. WROUGHT IRON GATE OR FENCE, BURGLAR BARS: PLEASE SUBMIT DRAWING, PHOTO, BROCHURE, COLOR, DIMENSIONS, AND INDICATE PLACEMENT ON A LOT SURVEY.
9. FOR DECKING OR PATIO: PLEASE INDICATE LOCATION ON LOT SURVEY, MATERIALS TO BE USED, AND DIMENSIONS INCLUDING HEIGHT OF DECKING.
10. CONCRETE WORK (SIDEWALKS, DRIVEWAY, PATIO SLAB ETC.) PLEASE SHOW LOCATION ON LOT SURVEY AND DIMENSIONS. INCLUDE A PICTURE.
11. SATELLITE DISH OR ANTENNAE: PLEASE GIVE SIZE OF DISH OR HEIGHT OF ANTENNAE AND SHOW PLACEMENT ON THE HOME. IF NOT LOCATED ON HOME, INDICATE PLACEMENT ON A LOT SURVEY. PLEASE PROVIDE PHOTO OF ANTENNAE.
12. YARD ART / DECORATIONS (BIRD BATHS, POTS, BENCHES, STATUES, SWING, SIGNS, WATER FOUNTAIN, ETC): SUBMIT PHOTO OR BROCHURE, GIVE DIMENSIONS, AND SHOW PLACEMENT ON LOT SURVEY.
13. LANDSCAPING, LANDSCAPE BORDER, TREE REMOVAL OR PLANTING: PLEASE SUBMIT ALL DETAILS SHOWING PLACEMENT ON LOT SURVEY. PROVIDE PICTURE OF BORDER.
14. WOOD FENCE OR MOVING FENCE: PLEASE ADVISE OF HEIGHT OF FENCE, MATERIALS, AND SHOW LOCATION CHANGE ON LOT SURVEY. IF STAINING, PLEASE PROVIDE STAIN COLOR SAMPLE.
15. LANDSCAPING LIGHTS, OR SPRINKLER SYSTEM PLEASE SHOW PLACEMENT OF ALL LIGHTS AND ALL SPRINKLER HEADS ON LOT SURVEY. PLEASE PROVIDE A PHOTO OR BROCHURE OF THE APPEARANCE OF THE LANDSCAPING LIGHTS AND WATTAGE OF LIGHTS.
16. SHUTTERS: NEED PHOTO OR BROCHURE SHOWING THE LOOK AND PAINT COLOR SAMPLE. STATE WHAT WINDOWS.
17. STORAGE SHED: NEED PHOTO OR BROCHURE, DIMENSIONS INCLUDING HEIGHT FROM GROUND TO HIGHEST PEAK, COLOR, MATERIALS, AND DRAW LOCATION ON LOT SURVEY.

PLEASE USE A COLOR OTHER THAN BLACK INK TO DRAW LOCATION ON LOT SURVEY

DO NOT FAX PICTURES-THEY DO NOT COME OUT