

<p align="center"><u>Pineloch Community Association</u></p> <p align="center">ARCHITECTURAL REVIEW COMMITTEE</p> <p align="center">COMMERCIAL Project Request Form</p>	<p>RETURN REQUEST FORM TO: Community Management Solutions 2615 Bay Area Boulevard Houston, TX 77058 281-480-2563 voice 281-480-2608 fax email: kathy@cmsisolutions.com</p>
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SUBDIVISION: _____

PROPERTY OWNER'S NAME: _____

BUSINESS NAME: _____

BUSINESS MANAGER'S NAME: _____

PROPERTY ADDRESS: _____

E-MAIL ADDRESS (OPTIONAL): _____

PHONE NUMBERS (OFFICE / CELL):

OWNER: _____ MANAGER: _____

FAX NUMBERS: (OWNER): _____ (MANAGER): _____

Please select the improvement categories which are proposed:

- | | | | | |
|---------------------------------|--------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Paint | <input type="checkbox"/> Roof | <input type="checkbox"/> Pool/Spa | <input type="checkbox"/> Signage | <input type="checkbox"/> Play Equip. |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Fence | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Doors / Windows | <input type="checkbox"/> Room Addition |
| <input type="checkbox"/> Trees | <input type="checkbox"/> Other _____ | | | |

Fully describe the improvements in more detail including the materials to be used:

Dimensions of Planned Improvement: Width: _____ Height: _____ Length: _____

Attach a drawing showing the location of improvement(s) which you propose. Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios, and pools. A PLAT OR SURVEY IS REQUIRED for any new construction, fence relocations, in-ground pools, and is strongly recommended for all other improvements.

SIGNAGE PROJECTS: Attach a sketch and description of the proposed signage. Color, dimension, composition, and construction details should be provided. See Commercial Guidelines for specific requirements.

ROOFING PROJECTS: Please refer to ARC Shingle Advisory at www.pineloch.org for tips on shingle selection for residential style roofing. Refer to the Commercial Guidelines for flat gravel roofing or other types of commercial roofing.

Shingle Manufacturer: _____ Shingle Color: _____

Shingle Brand Name: _____ Shingle Warranty: _____yr

Other Roofing Type: _____

PAINT PROJECTS: PAINT / STAIN SAMPLE(S) must be attached to ALL applications to be eligible for ARC approval (even if the proposed color is the same as the existing). Please give particular consideration to the color of the brick when making your paint selections per the ACC (Residential) Guidelines posted at www.pineloch.org.

Brick Color: _____ Siding Color: _____

Shutter Color: _____ Front Door Color: _____

Trim Color: _____ Service Door Color: _____

Who will work on this improvement?

Owner/Manager Contractor - List name and phone #: _____

Start Date: _____ Completion Date: _____

PROJECTS MUST BE SUBSTANTIALLY COMPLETED WITHIN SIX (6) MONTHS OF COMMITTEE APPROVAL OR A NEW APPLICATION IS REQUIRED TO BE APPROVED TO START OR CONTINUE THE PROJECT AFTER THE ORIGINAL APPROVAL HAS EXPIRED.

For any room additions and storage buildings, you must obtain a construction permit from the City and/or County within thirty (30) days of the date of approval by the ARC.

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL PROPERTY OWNER'S RIGHTS AND VALUES, IT IS REQUIRED THAT ANY PROPERTY OWNER OR GROUP OF PROPERTY OWNERS CONSIDERING IMPROVEMENT (EXAMPLES: EXTERIOR PAINT, PATIO COVERS, FENCES, SIDEWALKS, DECKS, ETC.) ON THEIR DEEDED PROPERTY OTHER THAN LANDSCAPING, SUBMIT A REQUEST FOR IMPROVEMENT PROJECT APPROVAL TO THE ARCHITECTURAL REVIEW COMMITTEE FOR APPROVAL BY THE COMMUNITY'S ASSOCIATION PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE COMMITTEE HAS THE RIGHT TO ASK THE PROPERTY OWNER TO REMOVE THE IMPROVEMENT FROM HIS PROPERTY. I UNDERSTAND THAT THE ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE ARCHITECTURAL REVIEW COMMITTEE NOTIFIES ME OF THEIR APPROVAL.

Signature of Owner or Manager: _____ Date: _____

If you have questions in regard to this form or your project, please refer to the ACC Commercial Guidelines posted on the community website at www.pineloch.org. If you have further questions, please contact the Association's Management Company (see contact information on page one of this application).

For ARC use only: Approved Conditionally Approved Denied

ARC signatures: _____ Date: _____

ARC comments & conditions: _____
