

PELICAN NEST HOMEOWNERS' ASSOCIATION

Homeowners Association Members Home Improvement Application For the Architectural Control Committee

Date Submitted _____ Date Phase 2 Submitted _____ Date Completed _____

Please complete in entirety and email to Bay Property Management & Realty at liz.hall@Baypropertymgmt.net or mail to PO Box 2144 Friendswood, TX 77549

In order to protect each individual homeowner's property value and privacy, it is required for any homeowner or group of homeowners planning improvements or changes to their deeded property (properties), other than annual flower/plant preplacement, to submit a HOME IMPROVEMENT APPLICATION. This request is reviewed by the Architectural Control Committee to ensure compliance with deed restrictions to protect neighboring homeowners. **It is required by the deed restrictions that all modifications must be approved by the Association prior to the commencement of construction.** If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement and/or change from the property. Homeowners may be fined by the Association Board for a deed restriction violation.

The Association will not be held responsible for ensuring compliance with restrictions regarding utility easements, building codes and other restrictions imposed by state or federal governing bodies or that of any other company. Before digging or excavation anywhere either go to www.Texas811.org or call (800) 344-8377 to identify all underground utility lines, cables, and/or pipes. Some lines or in easements and some or not.

Please see attached Application Phase Addendum for Process Guidelines

Homeowners Name: _____

Property Address: _____

Mailing Address (If Different): _____

Phone: _____ Alternate Phone: _____

Email Address: _____

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1. Describe in detail the change or improvement requested (attached additional sheets in necessary). Attach a copy of your site/plot survey from you surveyor. Also attached a copy of the contractor drawings showing the project in detail.

2. Who will perform the actual work? Homeowner – Yes _____ No _____

- a. If no, please list the contractor information below.

- i. Company Name _____

Address: _____

City, State: _____

Phone Number: _____

Email Address: _____

3. Please indicate (check all that apply) where the improvement and/or change will be.

- a. Front of house _____ Back of house _____ Side of house _____

Roof _____ Patio _____ Carport _____ Sidewalk _____ Driveway _____

Other (please specify) _____

4. Please attach a paint brand and color number with a color sample of each color being used.

- a. Screen _____ Cement _____

Paint _____ Stain _____

Lumber _____ Brick _____

Fencing _____ Other _____

The Homeowner understands that the architectural Control Committee (ACC) has up to 30 Days to respond, however will act upon this request as quickly as possible and contact the homeowner regarding their decision. The Homeowner agrees not to begin construction or improvements until the ACC informs the homeowners of their decision.

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INDEMNITY AND HOLD HARMLESS AGREEMENT

HOMEOWNER AGREES TO AND WILL INDEMNIFY AND HOLD HARMLESS THE ASSOCIATION, ITS OFFICES, DIRECTORS, MEMBERS, EMPLOYEES, AGENTS AND DEPUTIES FROM AND AGAINST ANY AND ALL LIABILITY OF EVER KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COST AND ATTORNEY'S FEES, FOR INJURY TO OR DEATH OF ANY PERSON, OR FOR DAMAGE TO ANY PROPERTY, ARISING OF OR IN CONNECTION WITH THE ABOVE REFERENCED ACC REQUEST, INCLUDING WHERE SUCH INJURIES, DEATH OR DAMAGES ARE CAUSED BY THE ASSOCIATION, SOLE NEGLIGENCE OR THE JOINT OR CONCURRENT NEGLIGENCE OF THE ASSOCIATION AND ANY OTHER PERSON OR ENTITY.

Signature of Homeowner _____ Date _____

Signature of Homeowner _____ Date _____

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ARCHITECTURAL CONTROL COMMITTEE USE ONLY

1. First Approval (Contingent on the Homeowner providing all items listed in Phase 1)
 - a. This approval only authorizes the Homeowner to seek and acquire a City of Seabrook building permit. DOES NOT authorized the Homeowner to begin Construction.

Signature _____ Date _____

Comments: _____

2. Second Approval (Contingent on the Homeowner providing all items listed in Phase 2)
 - a. This Approval authorizes the Homeowner to begin the construction phase of the project. This is **NOT** the final approval.

Signature _____ Date _____

Comments: _____

3. Third and Final Approval (Contingent on the Homeowner providing all items listed in Phase 3)
 - a. This Approval completes the application process and will remain in the addresses permanent file.

Signature _____ Date _____

Comments: _____

Application Phase Addendum

- Please see requirements for submission for each phase to be considered for approval.
 - Phase One (1)
 - Completed application with all blanks either completed or “N/A” entered on the line. Must include homeowners’ signatures
 - Contractor’s Name, address, and contract information
 - Contractor’s drawings showing detail of project
 - Site/plot survey showing proposed location on the project by a licensed certified surveyor (only applies if a permanent structure is installed either above or below ground as in a pool, addition to homes, or buildings). In lieu of a survey, the owner can submit a to-scale drawing showing the location of the project and all property lines and building set back lines. The Owner must sign the drawing.
 - Phase Two (2)
 - A copy of the original City of Seabrook building permit must be submitted to the ACC for review.
 - Must be submitted within 90 days of the date of approval of phase One (1)
 - Phase Three (3)
 - A copy of the final inspection from the City of Seabrook.
 - If the survey was submitted in Phase One above A final site/plot survey showing the actual location of the project by a licensed certified surveyor is also required.
 - Must be submitted with 90 days from the date phase two was approved.
 - **This phase MUST be completed for your completed project to have final approval. If this phase is *NOT* completed the project will not have a final approval and will be subject to fines and up to and including legal action.**