

<p style="text-align: center;"><b>ARCHITECTURAL CONTROL/REVIEW COMMITTEE HOME IMPROVEMENT REQUEST FORM</b></p>
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***NOTE: For construction of new buildings and additions to the existing buildings on your property, use the New Home Construction form.***

**ARCHITECTURAL CONTROL COMMITTEE**

Graham Management  
2825 Wilcrest Dr. Suite 600  
Houston, Texas 77042  
Phone: 713.334.8000  
Fax: 713.334.5055

Plan and application requirements:

1. This application must be filled out completely and signed by the owner.
2. Submit (4) copies of the application and plans for ACC review.
3. An electronic copy of all of the application and plans are required to be emailed to [ARC@grahammananagementhouston.com](mailto:ARC@grahammananagementhouston.com)
4. Include a check for a \$25 processing fee made payable to BL POA. (personal check, money order, or certified check)

The ACC meets the 1<sup>st</sup> Monday of each month (except holidays). Completed applications and fees must be submitted by the 3<sup>rd</sup> Thursday of each month at the Benders Landing Board Meetings to the property manager, or delivered directly to GMC Office, or mailed/dropped off at the BL POA mailbox at Postal Annex At Birnham Woods, 4057 RileyFuzzel Rd., Ste. 500-143. (143 is the box number)

in an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner or group of homeowners considering improvement (Examples: exterior paint, patio covers, fences, landscaping, sidewalks, decks, etc.) on their deeded property, submit a request for Home Improvement approval to the Architectural Control Committee for approval by the Property Owners Association prior to initiating work on the planned improvements. If any change is made that has not been approved, the management company has the right to ask the homeowner to remove the improvement from his property. All improvements must be drawn to scale on a photocopy of the original current property survey. Indicate how the new structure or improvement relates to the existing structure and provide a side and rear views. A copy of the septic design on file with Montgomery County is required when adding a pool to the property. impacted area(s) is required. A sketch for mailboxes and gutters is acceptable. **To assure the fastest processing of your application, be sure to read and follow directions in the ACC FAQ's.**

**THE ACC REVIEW PROCESS MAY TAKE UP TO 45 DAYS. THE PROCESS CAN NOT BEGIN UNTIL THE COMPLETED APPLICATION PACKET IS RECEIVED BY AND ACKNOWLEDGED BY THE MANAGEMENT COMPANY. CAREFULLY REVIEW THE REQUIREMENTS FOR SUBMITTAL AND ENSURE THE DRAWINGS AND MATERIALS SUBMITTED ARE LEGIBLE AND CLEAR. YOU WILL RECEIVE A WRITTEN NOTIFICATION OF THE DECISION OF THE COMMITTEE. NO INTERIM UPDATES WILL BE GIVEN DURING THE REVIEW PROCESS. INCOMPLETE APPLICATIONS WILL BE RETURNED TO OWNER NOTING: 'MORE INFORMATION NEEDED'.**

**\*Required fields**

\*OWNER'S NAME \_\_\_\_\_  
\*ADDRESS \_\_\_\_\_  
\*LOT \_\_\_\_\_ \*SECTION \_\_\_\_\_ \*BLOCK \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ \*Email \_\_\_\_\_  
WORK \_\_\_\_\_ CELL \_\_\_\_\_ \*(A phone # is required, circle preference)

**Indicate proposed improvement(s):**

- ☐ Basketball Goal ☐ Deck ☐ Driveway Expansion ☐ Flagpole ☐ Gazebo  
☐ Generator ☐ Outdoor Kitchen ☐ Paint ☐ Patio ☐ Patio Cover ☐ Playset ☐ Pool/Spa ☐ Rain Barrel  
☐ Roof ☐ Mailbox/Gutters ☐ Solar Energy  
☐ Other \_\_\_\_\_

- ☐ Fence: Total Height from Ground  
\*Privacy 4'-0" ☐ 6'-0" ☐  
Non-privacy (black) 4'-0" ☐ \*\*6'-0" ☐

\* Not allowed on lake or park properties

\*\* Not allowed on lake or park properties unless specified as a security fence.

- ☐ Drainage: ☐ French drains  
☐ Sump pump  
☐ Swale

**Describe improvement in detail (Be Specific):**

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**Location of proposed improvement(s):** backyard, side yard, etc. Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios, pools, and distances from all sides of the improvement to property lines. Pool plans need to show location of pool, equipment pad and drain line from equipment pad to front / or nearest ditch. For construction requiring tree removal, show on the plans the areas (designated areas not individual trees) where trees will be removed (No clear cutting). Note that deed restrictions, Section 4.01, requires approval of plans by the Architectural Control Committee prior to commencing construction including destruction or demolition (e.g., tree removal).

**A CURRENT, STAMPED SURVEY IS REQUIRED.**

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**Materials planned for the proposed improvement:**

Lumber - Type(s) \_\_\_\_\_  
Brick-Type(s) & Color \_\_\_\_\_  
Screen-Type(s) \_\_\_\_\_  
Fence-Type(s) \_\_\_\_\_  
Shingles – Manufacturer \_\_\_\_\_ Manufacturer's Color \_\_\_\_\_ Warr. Yr \_\_\_\_\_  
Other \_\_\_\_\_

**If you are painting or staining - YOU MUST include paint/stain sample. Give particular consideration to the color of the brick when making your paint selection. A color photo of the existing house is required when painting or staining house or trim.**

Brick Color: \_\_\_\_\_ House Color: \_\_\_\_\_  
Trim Color: \_\_\_\_\_ Garage Door Color: \_\_\_\_\_  
Dimensions of Planned Improvement: Width \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_

**Who will work on this improvement?** ☐ Homeowner ☐ Contractor

**If Contractor, list name and phone #:** \_\_\_\_\_

**Anticipated Start Date** \_\_\_\_\_ **Anticipated Completion Date** \_\_\_\_\_

Homeowner is responsible for obtaining any required permits from Montgomery County. Permits must be included in the Home Improvement Request (HIR) submitted to the ARC before receiving approval.

**I UNDERSTAND THAT THE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND THE MANAGEMENT COMPANY WILL CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I UNDERSTAND NO INTERIM UPDATES AND STATUS WILL BE GIVEN ON MY APPLICATION. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE MANAGEMENT COMPANY NOTIFIES ME OF THE ACC's DECISION. AS OWNER OF LOT AND ALL IMPROVEMENTS ON THE PROPERTY, I ATTEST THAT ALL POA FEES ARE CURRENT.**

\_\_\_\_\_  
Signature of Homeowner (required)

\_\_\_\_\_  
Date

**APPLICATION IS COMPLETE IF YOU HAVE COMPLETED IN DETAIL:**

**NOTE: Do not use cellphone camera to capture printed materials for submission, ie.: survey and drawings**

- 1. Described improvements, and attached required drawings, if any.**
- 2. Current property survey showing the exact location of proposed improvement(s).**
- 3. Attached color photos of impacted areas.**
- 4. Examples of building material, e.g., paint, stain, brick, etc.**
- 5. Defined dimensions (height, width & length) of the structure and/or improvements.**
- 6. Septic Design: To obtain the septic design on file with Montgomery County, send an email request for the septic design desired (by address or legal description which is Subdivision, Section, Block Lot, or Owner) to [mc.maint@mctx.org](mailto:mc.maint@mctx.org).**
- 7. Signed application**
- 8. Original application and plan plus three (3) copies for ACC review.**
- 9. Provide a \$25 check made out to BL POA to cover the Graham Management processing fee.**

**You may attach a separate sheet of additional information to assist in the process.**