

COLDSPRING TERRACE
Property Owners Improvement Association, Inc.

P.O. Box 446
Coldspring, TX 77331

HOME/LOT IMPROVEMENT REQUEST

Terrace Deed Restrictions require that all new home construction and all exterior modifications be approved by **Architectural Control Committee** (ACC) and the Board of Trustees prior to commencing construction. The ACC will review your request in a professional manner, making sure the requested improvements are in compliance with Terrace Deed Restrictions and insuring that the improvements will fit in with the aesthetics of the community. Please provide as much detail as possible so that the ACC can properly understand your request. After you have completed this form, please return it to the address shown above or contact one of the Board members. Thank you for your cooperation and concern for our community.

OWNER NAME: _____
PROPERTY ADDRESS: _____
MAILING ADDRESS: _____
Phone (Home) _____ (Office) _____

DESCRIBE THE CONSTRUCTION OR IMPROVEMENT

(Please be specific – attach building plans/drawings, sketch or photo)

LOCATION OF THE CONSTRUCTION OR IMPROVEMENT

(Please attach a plot plan or sketch of the location on the property)

CULVERT SIZE: _____ Note: Minimum size requirements – 15 inches

MATERIALS TO BE USED:

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> New Home Construction | <input type="checkbox"/> Storage Building | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Paint | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Lumber | <input type="checkbox"/> Brick | <input type="checkbox"/> Concrete |
| <input type="checkbox"/> Other _____ | | |

NOTE: Any residence building must be “dried in” within six months. The term “Dried in” means the outside must have the appearance of being a completed house, with all necessary windows, doors, roof, paint and trim.

(OVER)

Other Comments:

PLANNED START DATE: _____ EXPECTED COMPLETION DATE: _____

According to the Deed Restrictions, the ACC has up to 45 days after the receipt of this application to make a decision, so please submit the request as soon as possible. For your own protection, please make sure you do not start improvements until you have received proper approval from the Board of Trustees. The more detail you provide the easier it will be to understand your request.

SIGNATURE: _____ DATE: _____

Please Do Not Write Below This Line

Account Number: _____ Date Received: _____
Date Sent to ACC: _____ Date of ACC Decision: _____
Date Returned to Property Owner: _____ By: _____

COMMENTS CONCERNING REQUEST: _____

☐ APPROVED WITH THE FOLLOWING RESTRICTIONS, IF ANY: _____

☐ DISAPPROVED FOR THE FOLLOWING REASONS: _____

Review Signature and Date

ACC Signature and Date

Yes	No		Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	President		
<input type="checkbox"/>	<input type="checkbox"/>	Vice President		
<input type="checkbox"/>	<input type="checkbox"/>	Treasurer		
<input type="checkbox"/>	<input type="checkbox"/>	Secretary		
<input type="checkbox"/>	<input type="checkbox"/>	Trustee		

Signature	Date

Coldspring Terrace Board of Trustees

ACC Form- March 2006, Rev'd Dec 2007, May 2009, October 2013

File: CTPOA-ACC Form