

**PINE HOLLOW HOMEOWNERS ASSOCIATION**  
C/O COMMUNITY MANAGEMENT SOLUTIONS, INC.  
2615 BAY AREA BOULEVARD  
HOUSTON, TX 77058  
281-480-2563  
FAX 281-480-2608

Architectural Review Application

The governing documents for the Pine Hollow Homeowners Association require that changes or alteration made to the exterior of any home or lot be approved by the Association's Architectural Review Committee prior to construction or installation. Changes or alterations include, but are not necessarily limited to, items such as basketball goals, play structure, patio covers, arbors, storage sheds, room additions, paint colors, grade and landscape changes, antennae, storm doors, windows and solar screens. More information may be found in the Association's Declarations of Covenants and Restrictions (DCRs) and Architectural Guidelines and Clarifications documents. Applications will be approved or denied based on compliance with these Restrictions. These governing documents also give the Association the authority to have the homeowner remove any improvements on the property, which have not been approved by the Committee.

To request approval, please provide, in duplicate, as much information as possible about the external physical characteristics (size, color, general appearance) and location (in relation to your home and property lines) of the proposed change. Modifications such as room additions will require architectural drawings (two copies). Incomplete applications will not be accepted for review. The following form is intended to serve as a guide in obtaining the necessary information. Additional pages may be attached as needed.

Owner's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- Briefly describe the change or improvement: \_\_\_\_\_

\_\_\_\_\_

- Construction Materials:

Roof \_\_\_\_\_  
Does this match roofing on residential structure? Yes No N/A

Frame/support \_\_\_\_\_ Siding \_\_\_\_\_

Base or foundation \_\_\_\_\_ Other \_\_\_\_\_

Final Paint Color \_\_\_\_\_  
Does this match paint on residential structure? Yes No N/A

Component Colors \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

- Dimensions of improvements

Height (from peak to ground) \_\_\_\_\_

Length \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

- Location of improvement (distance from structure to property line, building line, easements):

To side property line: \_\_\_\_\_ To rear property line: \_\_\_\_\_

To easement(s): \_\_\_\_\_ To front building line: \_\_\_\_\_

Other: \_\_\_\_\_

Attach plot plan showing location of improvement (on plot diagram):

- Attach elevation, sketch, or picture of improvements:

Estimate completion date (for scheduling project inspection) \_\_\_\_\_

I understand that the Architectural Review Committee will act on this Application within 30 days from receipt by the Committee and will contact me in writing regarding their decision. I understand that this form is strictly an Application, and does not constitute approval. I understand that if approval is granted that I am responsible for obtaining all applicable construction permits from all governmental agencies having jurisdiction over such matter. I understand I am responsible for meeting the guidelines unless a variance has been specifically approved and the project is subject to verification against the approved application

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

## FINAL PROJECT INSPECTION AND HOA APPROVAL

This section will be completed after final project inspection by the ARC or CSI Management.  
(Note: Homeowner is responsible for calling CSI to schedule final inspection)

Project Approval Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Final Project Inspection Date: \_\_\_\_\_

Inspector Name: \_\_\_\_\_

The completed project is in compliance with the following application information:

Improvement/change description	Yes	No	
Improvement location	Yes	No	
Project dimensions			
Length:	Yes	No	
Depth:	Yes	No	
Area:	Yes	No	
Color matches residential structure or specified color	Yes	No	
Roof matches residential structure (if applicable)	Yes	No	N/A

Comments:

I hereby certify the completed project is: [ COMPLIANT NON-COMPLIANT ] with the above approved ARC application.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Printed Name**

\_\_\_\_\_

**Date**