

MCCIA REQUEST FOR HOME IMPROVEMENT FORM

All Pages Must Be Submitted – Revised 11/20/2024

To protect each individual homeowner's rights and property values, it is required by Article V of the Declaration of Covenants, Conditions and Restrictions that all exterior modifications to your property must be approved in advance by the Architectural Control Committee/Board of Directors by submitting a "Request for Home Improvement Approval" **prior** to initiating work on planned improvements. Completed Forms should be emailed to the association at mcciahoa@gmail.com. Email is the preferred method as they are submitted directly to the Association Board. They can be mailed to: Memorial Chase CIA, C/o Sterling ASI, 6842 North Sam Houston Parkway West - Houston, Texas 77064. **If Actual samples are required arrangements can be made to drop off any required samples after the ACC form is submitted via email.** Email the association if you require additional information or have questions on submitting color sample at mcciahoa@gmail.com.

Owners Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Email: _____

Date Project Estimated To Begin: _____ Finish Date: _____

Who Will Do The Actual Work: _____

Instructions:

1. Sketch and attach, a plan view of your lot showing property lines, main and side streets, and an outline of your home.
2. Locate with dimensions your proposed improvements.
3. Indicate fences.
4. Indicate height and style of fences (materials used). **6' 6" Height Limit (See Revised Policy For Details)**
5. If you are building or locating an accessory building, green house, patio, etc., indicate the exact location with dimensions from the property lines.
6. If you are proposing a room addition, patio, green house or any other architectural addition or change, the Committee will need an elevation and side view. (Use extra paper if details will not fit on rear of sheet)
 - A. Indicate materials to be used – type and color of shingles, type and color of brick, trim work, etc. (**Actual shingle sample required**)
 - B. Make notations of colors that will be used – exact names. (Submit actual color samples – copies not accepted)
 - C. Show all pertinent dimensions – height, length, width, slope of roof and location of windows and doors.
 - D. Point out any other important features.
 - E. If improvements are placed on concrete foundations or slab, indicate size on sketch.
7. Feel free to submit any other material (original photographs, sales literature, catalog pages, etc.) that may help the Committee in making an evaluation.
8. If you have any questions, contact the association the Board of Directors via email at mcciahoa@gmail.com.

All requests for home improvement (or ACC) will be reviewed within 30 days of the association receiving the completed form. Incomplete requests will be denied and will be reviewed once the form is complete. To make sure of timely processing, please provide as much information and detail as possible. Work cannot begin prior to receiving notification of approval as doing so can result in the homeowner being requested to cease and desist as well to revert the property back to its pre-renovation/improved condition.

If any changes/modifications are made to the property without prior approval (ACC), the association reserves the right to request that the homeowner remove the improvement from the property.

I understand that the Association will act on the request within thirty (30) days of receipt of this request and contact me in writing regarding their decision. I agree not to begin any property improvement without written approval from the Architectural Control Committee/Board of Directors. I understand that all construction will meet the minimum required building codes and that the Architectural Control Committee/Board of Directors approvals do not override any building codes, but rather are intended to work with them.

PRINT HOMEOWNER NAME

SIGNATURE OF HOMEOWNER

EMAIL ADDRESS (Required – Please Print)

DATE

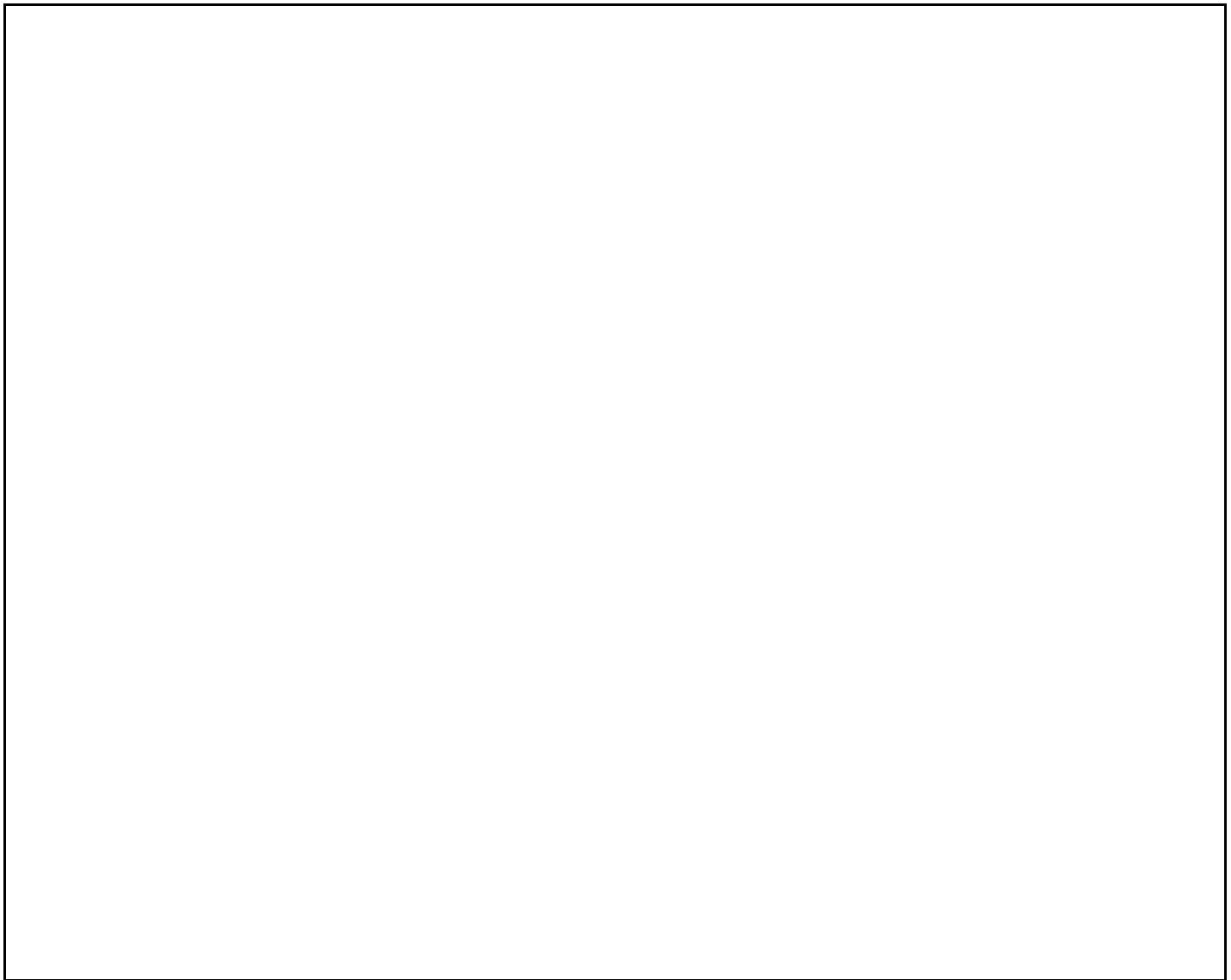
** Please use next page for sketches / details if needed - **Actual samples are required – photos or copies are not accepted** **

Owners Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Email: _____

Provide a complete description of the improvement below including a sketch, material list, plot plans or photos. Actual color samples are required – copies or photos are not acceptable.



Owners Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Email: _____

-----DO NOT WRITE BELOW THIS LINE -----

Date Received _____ Received By: _____

Application Approved _____

Application Rejected _____

Date: _____

Directors Signature _____

Directors Signature _____

Directors Signature _____

Directors Signature _____

Comments: _____

**Have questions on the ACC form process, email the association at mcciahoa@gmail.com
Additional information available on the MCCIA web page at www.memorialchasecia.com**