



MODIFICATION/IMPROVEMENT APPLICATION CHECKLIST

In an effort to provide and protect each individual Homeowner's rights and values, it is required that any Homeowner or group of owners considering improvements and/or changes to their home or property, submit a **MODIFICATION/IMPROVEMENT APPLICATION REQUEST** to the Architectural Review Committee for planned improvements and/or changes.

Please carefully review the requirements for submittal below. The review process cannot begin until the completed application, requested documentation, and any fee received. The ARC Committee meets bi weekly on Fridays, with applications due to our office by 2:00 pm on the Friday prior to the meeting. You will receive written notification of the ARC Committee's decision via email and mail. Modifications must not begin until you receive written approval.

- **Completed Application.** Please describe modification/improvements and attach required dimensioned drawings, elevation, or brochures (if any)
- **Copy of your survey (plot plan) showing the location of the proposed improvements and all existing improvements.** Please indicate the locations of any trees that will be removed due to the improvement. Distance from fence, building lines, and easements must be noted.
- **Dimensions (height, width & length) of improvements.** For structures with a roof, a roof pitch will be required as well as front, side and roof plan elevations.
- **List of materials being used for the improvement**
- **Application signed and dated by Property Owner**
- **Any applicable application fees and required deposits.**
- **Color photo of area where improvement will be located.**
- **Access points for modifications need be specified on the survey/plot (if applicable).**

DEPOSITS AND APPLICATION FEES

- **AN ARC \$25 Administration Fee** is required and should be made payable to your Village. **Your application will not be processed until payment has been received.**
- **An ARC for Pool \$125 Administration Fee** is required and should be made payable to your Village.
- **An ARC Post Inspection \$25 Fee is required for all applications to exclude solar panels.**
- **Your ARC application is good for thirty days from the date received. After that time if your application remains incomplete you will be required to resubmit the \$25 Administrative Fee to have your application renewed for an additional thirty days.**
- **If your ARC application is denied for any reason, you have thirty days after the date of denial to appeal the decision.**

SUBMIT APPLICATION TO THE SHADOW CREEK RANCH OFFICE AT 12234 SHADOW CREEK PARKWAY, STE 3112, PEARLAND, TX 77584

Decision letters are sent to the property owner via email and mail, typically within 48 hours after the application is submitted to the Board for approval. If any changes made that have not been approved, the Association has the right to ask the Homeowner to remove the improvement and/or changes from the property.



Shadow Creek Ranch Maintenance Association
Village of Biscayne Bay, Village of Diamond Bay, Village of Emerald Bay, Village of Reflection Bay HOA, Inc.

MODIFICATION/IMPROVEMENT APPLICATION

Any required permits from the city or other agencies are the responsibility of the homeowner. Construction/Installation may not commence until approval from your Association has been obtained.

PLEASE REVIEW ARC SPECIFICATIONS (ONLINE) BEFORE COMPLETING THIS FORM.

Please fill out this form in **COMPLETE** detail.

Date of Application: _____ Anticipated Date of Completion: _____

Name of Owner: _____

Current Mailing Address: _____

Address where construction is to be performed: _____

Subdivision Section: _____ E-Mail: _____

Home Phone: _____ Business Phone: _____ Mobile Phone: _____

Type of Improvement / Change proposed: _____

PLEASE CIRCLE ALL MODIFICATION/IMPROVEMENT(S) THAT YOU ARE APPLYING FOR:

<input type="checkbox"/> Basketball Goals	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Pool/Spa	<input type="checkbox"/> Other (please describe)
<input type="checkbox"/> Deck	<input type="checkbox"/> Outdoor Kitchen	<input type="checkbox"/> Room Addition	
<input type="checkbox"/> Driveway Extension	<input type="checkbox"/> Paint	<input type="checkbox"/> Shed	
<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Patio Cover (attached to house)	<input type="checkbox"/> Solar Panels	
<input type="checkbox"/> Fence/Gate	<input type="checkbox"/> Pergola, Arbor or other free standing shade structure (not attached to house)	<input type="checkbox"/> Solar Screen/Window Tint	
<input type="checkbox"/> Fire Pit	<input type="checkbox"/> Patio/Patio Extensions	<input type="checkbox"/> Storm Door	
<input type="checkbox"/> Flag Display	<input type="checkbox"/> Play Structure	<input type="checkbox"/> Walkway	

I. **PAINING:**

1. Color of brick: _____
(Original)
2. Color to be used for:
 - 2.a. Main portion of the house: _____
(Including Garage Doors)
 - 2.b. Trim: _____
(Soffit, Fascia Boards, Window Trim)
 - 2.c. Accents: _____
(Shutters, Window Hoods, Doors)



II. **BASKETBALL GOALS:**

REQUIRED INFORMATION:

1. Lot Survey with location of the basketball goal indicated.
2. Description (i.e., color of net, pole / base, and backboard).

III. **EXTERIOR STRUCTURES – PART I (Applicable to all structures):**

NOTE:

IF YOU ARE BUILDING AN EXTERIOR STRUCTURE WITH WALLS AND A ROOF, YOU MUST INCLUDE AN ELEVATION DRAWING SHOWING THE DIMENSIONS OF THE STRUCTURE, ESPECIALLY WITH REGARDS TO THE HEIGHT.

REQUIRED INFORMATION:

1. Lot survey with the location of the structure indicated.
2. Type of materials to be used.
3. Dimensions of structure (i.e., height, width and length.)
4. Samples of roofing material and paint.

IV. **EXTERIOR STRUCTURES – PART II (Applicable to Storage Sheds Only):**

1. Final approval of exterior structure (*storage sheds only*) **must** also include a color picture showing proof of height, width, and location of aforementioned structure. The color picture **must** be e-mailed to: help@shadowcreekranchhoa.com

V. **LANDSCAPING:**

1. Must submit plant material list and location of landscape materials on plat lot survey.

VI. OTHER MODIFICATIONS (Refer to the Common ARC Specifications Document for More Information):

1. Include brochure / photos.
2. Plat lot survey (including proposed location of sprinkler system, lighting, sound, and cameras).
3. Material samples.
4. Storm Doors (*must be full-view glass).
5. Fence Replacement/Repair: (max height of 6 feet, no stain/paint can be used on fence)

VIII. PLEASE NOTIFY SCR WHEN POOL IS COMPLETE FOR COMMON AREA POOL INSPECTION AND DEPOSIT RETURN. (SUBJECT TO SATISFACTORY INSPECTION REVIEW)

PLEASE REVIEW AND SIGN BELOW:

I understand that the Association's Architectural Review Committee will act on this request as quickly as possible and contact me regarding their decision.

I agree not to begin property improvements/changes until the Architectural Review Committee notifies me of their approval.

I understand and agree that it is the duty of the Owner and any contractor or consultant employed by the Owner to determine that the proposed improvement is structurally, mechanically, and otherwise safe, and that it is designed and will be constructed in accordance with the Covenants and Restrictions applicable to the Lot. I agree that neither the Association, or any Director, Officer, Committee, Managing Agent, or member or employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or non-approval of this application or any facet thereof. I hereby release, indemnify and hold harmless the Indemnified Parties harmless from any injury to or death of any person, claim, liability, damage, suit and attorney's fees arising out of any action or omission of any of the Indemnified Parties with regard to this application and in regard to the design plan review, construction or inspection of the proposed improvements, including any claims, liability, damages, suits and attorney's fees resulting from the negligent acts of one or more of the Indemnified Parties.

(Signature of Homeowner)

(Date Submitted)

RETURN TO:

SHADOW CREEK RANCH (First Service Residential)
12234 SHADOW CREEK PARKWAY, BLDG 3, STE.112
PEARLAND, TEXAS 77584
MAIN: (713) 436-4563

PLEASE NOTE:

THE ARCHITECTURAL REVIEW COMMITTEE HAS THIRTY (30) DAYS FROM THE DATE THE APPLICATION IS COMPLETE TO REVIEW APPLICATIONS AND RESPOND TO REQUESTS.

THANK YOU FOR YOUR UNDERSTANDING. PLEASE NOTIFY SCR WHEN POOL IS COMPLETE FOR POOL INSPECTIONS.