

# Williamsburg Hamlet

## Maintenance Association, Inc.

www.williamsburghamlethoa.com

### Request for Approval of Home Improvement

Street Address of Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Owner's Address (Street, City, State, Zip): \_\_\_\_\_  
Email: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_

To comply with our Declaration of Restrictions, Article 2, which protects property owner's rights and property values, it is required that ANY owner considering changes, improvements, or additions to their deeded property must submit a Request for Approval to the Architectural Control Committee PRIOR to any change or addition being initiated. Any unapproved change will allow the Committee the right or choice to require the owner to return the property to original condition.

Give a brief description of alteration or improvement being requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Refer to Page 2 of this form for a check list of items necessary to submit with this completed request.

#### ALL COLORS must be EARTH TONE COLORS

- ◆ Request for Paint or Stain application, OR for replacement of Roof or Screens requires the brand name and a Color Brochure stating the color, or a material sample. (Do not need lot plat, survey, drawing, sketch or picture.)
- ◆ Other than above, all remaining changes, alterations or additions hereby requested will require a property survey plot detailing size and location modification(s) with a drawing indicating height, width and depth, if applicable. Refer to page 2 of this form for further instructions or information. (FOR HELP - Call: 281-347-7970 OR Email: williamsburghamlethoa@gmail.com).

Approval is based upon the request, plans and specifications submitted to the Architectural Control Committee. The Committee hereby informs the applicant that its review is performed pursuant to those sections of the Covenants and Restrictions governing harmony, color, location, use and construction standards of the community. This is in addition to any approval or permits required by any appropriate governmental or insuring entity. The Committee has no authority to approve any improvement within an easement or which is in violation of any building set-back line. This approval can in no way supersede the Covenants and Restrictions of the Williamsburg Hamlet. It is the obligation of each property owner to ensure that all improvements are in compliance with the recorded Covenants and Restrictions. All improvements must be maintained in good repair at all times.

I understand and agree that the Architectural Control Committee may require up to **thirty (30) days** to investigate and process this request and will contact me regarding their decision(s). I agree **NOT** to begin property changes or alterations prior to receiving the Committee's approval.

START DATE: \_\_\_\_\_

Property OWNER Signature: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

**Mail request to: Williamsburg Hamlet M.A., P.O. Box 1332, Katy, Texas ~ 77492-1332**

**or: Email (as a 'pdf' attachment) to: [whmaarc@gmail.com](mailto:whmaarc@gmail.com)**

**or: Deposit into the DropBox in the Poolhouse**

All required info received (YES) (NO) Date Received: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_