

**MOSTYN MANOR RESERVE COMMUNITY ASSOCIATION
APPLICATION FOR IMPROVEMENT**

Please refer to the Architectural Guidelines for information on community standards for Improvements prior to submitting an Application for Improvement. The Guidelines can be found at www.mmreserve.com.

Property Owner(s): _____ Date of Application: _____
Owner Address: _____ Legal Description: _____
_____ Sec: _____ Block _____ Lot: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-mail Address: _____
Date improvement/change (estimated) to begin: _____ Date to completely finish: _____

**TYPE OF IMPROVEMENT / CHANGE
(Check all that apply)**

_____ Alteration/Addition	_____ Outdoor Lighting	_____ Repair (Non-emergency)	_____ Basketball Goal
_____ Antenna	_____ Painting	_____ Roof	
_____ Deck	_____ Patio	_____ Satellite Dish	
_____ Driveway	_____ Patio Cover	_____ Shutters	Other: _____
_____ Fence	_____ Playset/Swingset	_____ Siding	_____
_____ Fountain/Statuary	_____ Pool/Spa	_____ Storm Door	_____
_____ Gazebo	_____ Pond	_____ Tree Cutting (live)	_____

Detailed description of proposed improvements/change:

Reasons for variance request, if any:

_____ Check here if all work to be done by Owner. If not, complete the following:
Contractor Information:
Name: _____ Address: _____
Office Phone: _____ Cell Phone: _____

- ** Each application shall be accompanied by the following:**
- Plot plan showing location of all structures in relation to property boundaries, setback lines and utility easements.
 - Samples of exterior paint color, brick, roofing as applicable
 - Brochure if available showing structure, colors, etc.
 - Other documentation as needed may be requested by the ARC.

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Property Owner(s) are fully responsible for coordination with any and all utility companies. The Association Board and the Architectural Review Committee are not associated with any utility companies and do not coordinate or participate in any communications between the Property Owner(s) and the utility companies. Property Owner(s) have full responsibility for compliance with state and county codes and regulations and city permit requirements as may pertain to the improvements proposed in this application.

By signing below, I understand that the Board and the Architectural Review Modifications Sub-Committee will act on this request within sixty (60) days and contact me regarding their decision. I agree to not begin property improvements/change(s) until the Board and/or the Architectural Review Modifications Sub-Committee notifies me of their decision.

Property Owner(s): _____

Signature of Property Owner(s): _____

Date: _____

THIS APPLICATION AND THE PLANS/SPECIFICATIONS SUBMITTED HAVE BEEN:

- _____ Approved
- _____ Denied (see attached)
- _____ Conditionally approved based on: _____

Signature required by at least 3 Committee Members

_____ Committee Member

_____ Committee Member

_____ Committee Member

_____ Committee Member

_____ Committee Member

Date Received: _____

Date Approved or Denied: _____

Deliver or mail 2 copies of this form and required attachments to:

MMRCA, c/o Hendricks Interests
400 Randal Way, Suite 106
Spring, TX 77388

Or

Emailable Applications may be sent to:

mmrca@hendricksinterests.com

FILING INSTRUCTIONS

Please read through the [Mostyn Manor Reserve CCRs](#) and [Architectural Guidelines](#) before filing an application.

Fill out the application form online and print, or download the application and fill out all applicable information and print, sign.

Lot Survey:

If adding or modifying any structure or concrete flatwork, including patios, driveway extensions, as well as but not limited fencing and gates, storage sheds, play structures, pools, covered patios etc., removing and/or replacing trees and landscape, please supply a marked up copy of the **lot survey** with dimensions to the property lines and setbacks from the front of the house, deck drainage and construction access.

Neighbor Acknowledgement and Acceptance:

If building any structure that would allow someone to see over the fence into neighboring properties, please provide a copy of the signed neighbor acknowledgement and acceptance form (below).

Common things to consider:

Structures may not be constructed within 7-feet from a side property line nor 7.5-feet from a rear property line. Nor may they encroach on any underground, drainage or areal easements.

Sheds and enclosed structures are to be constructed of materials, painted and roofed to match the architecture of the main residence and may not be more than 2-feet taller than the adjacent fence , or 8-feet if there is no fence, including foundation or blocks.

All fences must be wooden, with a minimum height of 6-feet and a maximum height of 8-feet, including a rot board if included, with the exception of rear fences on lots facing detention ponds, which may be wrought iron. Side gates may be wrought iron. Wood fences should taper to adjoining wood fence of a different height.

Flatwork, pools and decks may not encroach on underground nor drainage easements.

Changes to a lot grading plan, including drainage and retention walls may require the review by a civil engineer, at the owners expense, to insure that there is not a negative impact on overall drainage or affect upon neighboring lots.

Scan or photograph all sheets of the application and mail or email to the addresses listed on the application.

Neighbor Acknowledgement and Acceptance Form

I (We) acknowledge that our neighbor is planning on constructing a structure that may allow someone to look over our fence into our back yard.

Neighbor Name(s) _____

Address: _____

I (We) accept [] do not accept [] this plan.

Signature(s): _____

Neighbor Name(s) _____

Address: _____

I (We) accept [] do not accept [] this plan.

Signature(s): _____

Neighbor Name(s) _____

Address: _____

I (We) accept [] do not accept [] this plan.

Signature(s): _____

Neighbor Name(s) _____

Address: _____

I (We) accept [] do not accept [] this plan.

Signature(s): _____