

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

**Please refer to the MMR Architectural Guidelines for information on community standards for improvements prior to submitting this application. The MMR Architectural Guidelines can be found at [www.mmreserve.com](http://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)

<input type="checkbox"/> Alteration/ Addition	<input type="checkbox"/> Generator	<input type="checkbox"/> Pool/Spa	<input type="checkbox"/> Solar Panels
<input type="checkbox"/> Antenna	<input type="checkbox"/> Outdoor Lighting	<input type="checkbox"/> Pond	<input type="checkbox"/> Storm Door
<input type="checkbox"/> Deck	<input type="checkbox"/> Painting	<input type="checkbox"/> Repair (non-emergency)	<input type="checkbox"/> Tree Cutting (dead/ alive)
<input type="checkbox"/> Driveway	<input type="checkbox"/> Patio	<input type="checkbox"/> Roof	
<input type="checkbox"/> Fence	<input type="checkbox"/> Patio Cover	<input type="checkbox"/> Satellite Dish	Other: _____
<input type="checkbox"/> Fountain/ Statuary	<input type="checkbox"/> Permanent Basketball Goal	<input type="checkbox"/> Shutters	_____
<input type="checkbox"/> Gazebo	<input type="checkbox"/> Playset / Swing set	<input type="checkbox"/> Siding	_____

Detailed description of proposed improvements/change:

Reason 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 Owners(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 this form and required attachments to:**

MMRCA, c/o Hendricks Interests

400 Randal Way, Suite 106

Spring, TX 77388

or

applications may be emailed to:

[mmrca@hendricksinterests.com](mailto: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 7.5-feet from a side property line or 7-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 owner's 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 send by regular mail or email to [mmrca@hendricksinterests.com](mailto:mmrca@hendricksinterests.com)**

# **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): \_\_\_\_\_