

OAK HOLLOW PROPERTY OWNERS ASSOCIATION, INC.  
ARCHITECTURAL CONTROL COMMITTEE

**SMALL PROJECT IMPROVEMENT REQUEST FORM**

Owner's Name \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Address \_\_\_\_\_ Sub-Association \_\_\_\_\_  
Email Address \_\_\_\_\_  
Builder's Name (If Applicable) \_\_\_\_\_ Phone (W) \_\_\_\_\_

The purpose of this form is for small scale projects as listed below. **The builder's packet form must be used for new homes, pools, and large garages/outbuildings.**

Deck/Patio	Room Addition	Retaining Wall	Driveway Expansion
Mail Box	Roof Change	Small Outbuilding	Substantial Exterior Paint Change
Fence	Major Landscape Change	Outdoor Living Space	Other

If other (Please list here): \_\_\_\_\_

**NO SUBMISSION CAN BE CONSIDERED UNLESS ALL APPLICABLE ITEMS ARE INCLUDED:**

The submittal should contain a complete package of the following items. Check the applicable items for the requested project.

- Site plan showing proposed improvement with dimensions to property lines.
- Drawings or detailed sketches showing proposed improvement. Appropriate drawings should include where applicable elevations (including side views) and dimensions of project.
- Architectural/engineering plans/specifications, manufacturer's literature, color description/paint color samples, photos, and/or other information sufficient to describe the improvement in detail.
- For any exterior painting changes, a color photo of the brick must be included with this request form as well as paint color samples.
- For fences: material type, color, style, and height are required.

Should you have any questions regarding the requirements of your request, please send correspondence to Carrie Montgomery with Rose City Property Management at [carrie@rosecitymanagement.com](mailto:carrie@rosecitymanagement.com).

**BRIEFLY DESCRIBE THE IMPROVEMENT OR ALTERATION PROPOSED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF IMPROVEMENT AND PHYSICAL SIZE OF IMPROVEMENT (Width X Depth X Height):**

Left Side of House \_\_\_\_\_, Right Side of House \_\_\_\_\_, Front of House \_\_\_\_\_,  
Rear of House \_\_\_\_\_, Roof of House \_\_\_\_\_, Patio \_\_\_\_\_, Garage \_\_\_\_\_,  
Other (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MATERIALS/ACTIONS NECESSARY FOR PROPOSED IMPROVEMENT (CHECK and DESCRIBE):**

\_\_\_ Paint Color (s) \_\_\_\_\_  
 \_\_\_ Stain Color (s) \_\_\_\_\_  
 \_\_\_ Lumber Type (s) \_\_\_\_\_  
 \_\_\_ Brick Color (s) \_\_\_\_\_  
 \_\_\_ Fence Type \_\_\_\_\_  
 \_\_\_ Concrete \_\_\_\_\_  
 \_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<p align="center"><b>INDEMNITY AND HOLD HARMLESS AGREEMENT</b></p> <p align="center">Homeowner agrees to and will indemnify and hold harmless the Association, its Officers, Members and Agents from and against any and all liability, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damages to any property, arising out of, or in connection with, the above referenced ACC request.</p>
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**Planned Start Date:** \_\_\_\_\_ **Planned Completion Date:** \_\_\_\_\_

**Homeowner's Signature:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**Builder's Signature (If applicable):** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**ARCHITECTURAL CONTROL COMMITTEE APPROVAL APPROVAL DATE:** \_\_\_\_\_

**Committee Signatures:** (Email approvals may be done vs. in person signatures)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Completed Applications can be delivered in person, mailed, faxed or emailed to Rose City Property Management, Inc. located at 108 N. Houston St., Bullard, TX 75757; fax number: 903-630-6356 or email to [carrie@rosecitymanagement.com](mailto:carrie@rosecitymanagement.com). For questions you may call 903-630-6355.**

**NOTES:**

- Please review Exhibit B of the deed restrictions before submitting this form to insure your improvement meets the requirements and the spirit of your sub-association.
- It is the responsibility of the **homeowner and the builder** to follow and abide by the rules and restrictions of Oak Hollow Property Owners Association.
- The deed restrictions require that the review of this request be completed within 30 days. The ACC will make every attempt to complete the review as soon as possible **after** all of the required documents have been submitted.