Architectural Control Committee (ACC)
Exterior Home Improvement Request Form

Fee Received: _____

Date Received: _____

Deed Restrictions require homeowners to obtain ACC approval before starting any exterior maintenance, repairs, enhancements, or modifications. This requirement is designed to preserve the appearance and value of individual homes and the community.

This form, along with the *Required Items* listed below, can be emailed to acc@kpmtx.com or delivered to King Property Management: 720 N. Post Oak Rd. Suite 300, Houston, TX 77024. **For Pointe San Luis Laguna & Playa in Galveston ONLY – Please visit pslpoa.org for the ACC form and instructions for your community.**
Note: Upon receipt of all required items: The Association has 30 days to review and respond to your request.

Upon receipt of **this form, the *Required Items*, and the application fee**, the Committee will review the request to ensure compliance with deed restrictions and prevailing community standards before providing a written response to the homeowner. **Please know that the ACC has the right to require a homeowner to restore changes to the property for any changes made without prior ACC Approval.**

Name of your community: _____

Owner(s)Name: _____ Email Address: _____

Property Address: _____ Phone #: _____

Brief description of the change or improvement: _____

We cannot begin to process your application without all the required items below.

***Required Items* to include with your request:**

- ☐ Copy of lot survey showing location of proposed work
- ☐ Photographs of the area for the proposed work
- ☐ Drawings, pictures, or manufacturer package for the proposed work
- ☐ Details about: dimensions, materials, and paint/stain colors
- ☐ Other details as requested / required by the ACC
- ☐ Who will perform the work: _____

Methods of payment for the $35.00 application fee:
Please note in the memo of either form of payment: Your Name and Address

- ☐ Zelle payment to 2PayKPM@KPMTX.COM or
- ☐ Deliver a check to our office at 720 N. Post Oak Rd. Suite 300, Houston, TX 77024

The owner acknowledges that they are responsible for compliance with all rules and regulations regarding utility easements, building setbacks, building codes, permits, and other restrictions imposed by the Association, local or state governing bodies.

INDEMNITY AND HOLD HARMLESS AGREEMENT: Homeowner agrees to and will indemnify and hold harmless the Association, its Officers, Directors, Members, Employees, Agents and Deputies from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, for damage to any property, arising out of in connection with the above referenced home improvement request, including where such injuries, death or damages are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity. **I agree not to begin property changes or improvements until the ACC informs me of their approval.**

_____ _____ _____ / _____

Signature of Homeowner Date Start Date / Completion Date

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ARCHITECTURAL CONTROL COMMITTEE USE ONLY

ACC Decision: Approved: _____ Declined: _____ Prop. Mgr. Initials: _____ Date: _____

Notes: _____