

TERRACES ON MEMORIAL

General Instructions for ARC Application on Home Improvements or Modifications

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED 'DENIED' UNTIL ALL INFORMATION CAN BE PROVIDED. THE (ARC) ARCHITECTURAL REVIEW COMMITTEE IS ALLOWED 30 TO 45 DAYS TO RESPOND TO AN APPLICATION.

The following is a list of projects with requests for additional information. If your project is not listed or if you have additional questions, please contact Crest Management at (281) 579-0761 and ask for the ARC Department or email Cindy Boje at cindy.boje@crest-management.com. Remember that all modifications must be consistent and cohesive with existing structures of your home and your community in general.

1. OUTDOOR KITCHEN, PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION: submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey (including distance from gazebo, arbor, storage shed, room addition, etc. to adjacent property lines).
2. PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.: submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey (including distance from play structure, swing set, trampoline, basketball goal, etc. to adjacent property lines)., with measurements from rear and side building lines or easements.
3. POOL/SPA: submit detailed drawing of pool and indicate on lot survey the location and show access to rear of property (including distance from pool/spa to adjacent property lines).. No addition is to affect Lot drainage or your neighbor's.
4. PAINTING OR SIDING: submit sample of color (i.e. brand, color number, type of paint or stain). Submit a photo of your home (to indicate brick colors)
5. ROOFS: provide manufactures name / color name (brochure or small sample).
6. DOORS OR STORM DOORS: submit a photo or brochure. Indicate material, stain & or paint samples.
7. SOLAR SCREENS OR WINDOW TINTING: provide material samples. No reflective material.
8. WROUGHT IRON GATES OR BURGLAR BARS: submit drawing, color and indicate placement of gates or burglar bars.
9. DECKING/PATIO: indicate location on lot survey (including distance from patio/project boundaries to adjacent property lines), materials to be used and height of decking.
10. CONCRETE WORK/PAVERS (sidewalks, driveway extension, etc.): indicate location on lot survey.
11. ANTENNAS please give size, height, and color of antennae and show location on lot survey.
12. LANDSCAPING OR TREE REMOVAL/REPLACEMENT: submit all details (mature tree dimension and specific variety) showing placement on lot survey (including distance from tree location to adjacent property lines).
13. FENCING: provide height, materials and location on lot survey.
14. YARD DECORATIONS (birdbath, benches, statues, signs, lighting, etc.): submit photo or brochure; indicate location on lot survey (including distance from the above items to adjacent property lines), size, and dimensions.

PLEASE ADDRESS APPLICATION TO: ARCHITECTURAL REVIEW COMMITTEE
 C/O Crest Management Company
 17171 Park Row, Suite 310
 Houston, TX 77084