

BAYWOOD SHADOWS CIVIC ASSOCIATION

HOME IMPROVEMENT REQUEST FORM

To preserve the appearance and value of your neighborhood, it is required that all improvements to the exterior of any home or lot be approved by the Architectural Committee (ACC). If any improvement or change is made without the prior consent of the ACC, the HOA Board may require you to return the property to its original condition at your expense. The approval process could take up to approximately thirty days on major renovations or longer depending on project. ***However, as a rule it is less than a week for most approvals once the information has been received, and you will be notified of the results by email.*** Please be advised that the ACC is not responsible for ensuring compliance with local or city or state codes or requirements by you or your contractor.

Ultimately, all HOA required approvals, permits and/or easement encroachment violations are the responsibility of the homeowner not their contractor. The above requirements are to protect you and the integrity of our neighborhood.

Please complete the entire form and return to the address shown on bottom of form.

Date: _____

Name: _____ Property Address: _____

Home Phone #: _____ Cell Phone #: _____

**** EMAIL:** _____

Mailing Address: _____

Contractor and contact information: _____

Please mark the blank beside the proposed improvement or change. ***For paint, stain, roofing, and siding, please provide the color of shingle or paint and Brand name so the ACC can reference color. On siding we need to know the type and where it is being changed to a different product on the house. If you have a link to go to for referencing the products or colors, please provide that to speed up the process.*** For all other improvements, include a diagram of the property with measurements and placement of the improvement. If the information is not enclosed, the application will be returned denied and will have to be resubmitted with the required information. The completeness of the application ensures a timely response.

___ PAINT ___ SIDING REPLACEMENT ___ ROOF REPLACEMENT ___ SHED INSTALLATION ___ MODIFY FENCE
___ ADD ON CONSTRUCTION ___ POOL INSTALLATION ___ REPLACE GARAGE DOORS ___ YARD ART
___ WINDOWS ___ PATIO COVER

OTHER _____

If painting the exterior of your home, please complete the following questions:

EXISTING PAINT COLORS _____

PROPOSED COLORS

TRIM _____

ACCENT _____

MAIN _____

Estimated Start Date _____ Estimated Completion Date _____

If roofing – please complete the following questions

Manufacturer: _____ Color _____

_____ Homeowner's Signature

Mail or email to:

Baywood Shadows Civic Association

PO Box 7791

Pasadena, TX 77508

E-mail: baywoodshadows@gmail.com