



JAMESTOWN COLONY HOMEOWNERS ASSOCIATION
 c/o Principal Management Group (PMG)
 11000 Corporate Centre Dr., Ste. 150, Houston, TX 77041
 Contact: emorgan@pmghouston.com or (713) 329-7100

CONTROL # _____

ACCOUNT # _____

HOME IMPROVEMENT REQUEST FORM

In order to protect each individual homeowner's property values and privacy, any homeowner or group of owners planning improvements or changes to their deed property(ies) must submit a request for Jamestown Colony Homeowners Association (JCHOA) Architectural Control Committee (ACC) approval. **A \$10.00 APPLICATION FEE MUST BE SUBMITTED WITH PAPERWORK TO PROCESS.** This request will be reviewed by the JCHOA ACC to ensure compliance with the Declaration of Covenants and Restrictions. **If any change is made that has not been approved, the JCHOA ACC has the right to ask the homeowner to remove the improvements and/or change from the property at the owner's expense.**

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH \$10.00 APPLICATION FEE & MUST BE LEGIBLE OR YOUR REQUEST WILL BE AUTOMATICALLY DENIED.

<input type="checkbox"/> I affirm that I have read the Jamestown Colony ACC guidelines (can be obtained by emailing or calling PMG at the address/phone above and/or by going to TownSQ).			
Owner's name		Cell phone	
Property address		Home phone	
Mailing address (if different from above)		Work phone (optional)	
Email address (personal)		Email address (work) (optional)	

JCHOA will not be held responsible for ensuring compliance with restrictions regarding utility easements, building setbacks or codes, or other restrictions imposed by other local or state governing bodies or companies.

1. Brief description of change or improvement*	
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***Note:** attach plans for any new building, additions, fencing, basketball goals, etc. (including drawing showing location in relation to home, dimensions, building lines).

2. If work will be performed by someone other than the property owner, provide the following information:

Contractor name		Contact name	
Contractor address		Business phone	Contractor website

3. Indicate the location of the change or improvement:

<input type="checkbox"/> Front of house	<input type="checkbox"/> Roof	<input type="checkbox"/> Fencing	<input type="checkbox"/> Other (please explain):
<input type="checkbox"/> Back of house	<input type="checkbox"/> Brick	<input type="checkbox"/> Garage/garage door	
<input type="checkbox"/> Side of house	<input type="checkbox"/> Patio		

4. Indicate the material(s) to be used for the change/improvement:

<input type="checkbox"/> Paint**	Brand/Color name:	-----SEE 5., BELOW-----		
<input type="checkbox"/> Stain**	Brand/Color name:	-----SEE 5., BELOW-----		
<input type="checkbox"/> Siding**	Material/Color name:			
<input type="checkbox"/> Shingles**	Brand/Color name:	Life of shingle:		Years
<input type="checkbox"/> Lumber	Description/type:			

<input type="checkbox"/> Brick**	Brand/Color name:	
<input type="checkbox"/> Cement	Description, if any:	
<input type="checkbox"/> Fencing	<input type="checkbox"/> Cedar <input type="checkbox"/> Treated pine	6-foot x 5-3/4 inch dog-eared planks <input type="checkbox"/> Replacing gate
<input type="checkbox"/> Other (please describe)		

**** Must attach TWO (2) SAMPLES OF EACH COLOR/MATERIAL to be used. THIS REQUEST WILL NOT BE REVIEWED WITHOUT TWO (2) SAMPLES. Paint/siding/brick colors must be neutral or earth tones. Shingle colors/materials shall be as defined in ACC Guidelines.**

5. If painting/staining will be done, indicate:

Location of painting:	<input type="checkbox"/> All wood/siding	<input type="checkbox"/> Trim only	<input type="checkbox"/> Brick
All wood/siding	Brand/Color name:		
Trim	Brand/Color name:		
Brick (paint only)	Brand/Color name:		
Other (specify):		Brand/Color name:	

6. Dates work will be done/completed:

Estimated start date:		Estimated completion date:	
Has work already been done?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when completed?	

I understand the JCHOA ACC has up to thirty (30) days from the date of receipt of this request to review and make a decision. I agree not to begin any change/improvement until the JCHOA ACC informs me of their approval. I further understand that it is my responsibility to maintain a copy of the approval form (if approved) for the time frame I am the owner of this property and to pass said approval on to the new owner at the time of ownership transferal.

Property owner's signature:		Date:	
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RETURN COMPLETED REQUESTS TO:

Principal Management Group (PMG)
11000 Corporate Centre Dr., Ste. 150, Houston, TX 77041

YOU MAY ELECTRONICALLY SUBMIT REQUESTS THAT DO NOT REQUIRE SAMPLES OR MAY FAX FORM TO 713-329-7198.

Inquiries regarding the status of your request or for instruction on completing this form should be directed to 713-329-7100.

ARCHITECTURAL CONTROL COMMITTEE USE ONLY:

Signature		Date		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Signature		Date		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Signature		Date		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Comments				

PMG USE ONLY

Date received in office:		Date returned to property owner for more information:	
Date received from JCHOA ACC:		Date received back from property owner:	