



**Homeowners Association, Inc.**

Architectural Control Committee – Exterior Improvement and/or Change Application

In accordance with the governing documents for the Miramar Lake Homeowners Association, and in an effort to provide for and protect each property owner’s rights and property values, all exterior improvements and/or changes from original construction must be submitted for and approved by the Architectural Control Committee prior to the planned improvement and/or changes. If any change is made that has not been approved, the Committee has the right to require the owner to reverse or undo the improvement and/or changes at the owner’s expense. Please complete the application below in its entirety and return to:

Miramar Lake  
c/o JDH Association Management Company  
PO Box 96046  
Houston, TX 77213

**Property Owner Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_, Tomball, TX 77375

**Mailing Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Primary Phone #:** \_\_\_\_\_ **Secondary Phone #:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**An application will not be considered without the following required items:**

1. Site plans and/or survey indicating the location of the proposed improvement and/or change in detail.
2. A drawing, photograph, or brochure indicating color, dimensions, product specifics and/or manufacture specifications.
3. This application completed in full.

**Anticipated Start Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Anticipated Date of Completion:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Location of Improvement:** \_\_\_\_ Back \_\_\_\_ Front \_\_\_\_ Left Side \_\_\_\_ Right Side \_\_\_\_ Roof \_\_\_\_ Other

**Summary of Improvement / Change:** \_\_\_\_\_

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

By signing and submitting this application, I understand that:

1. The ACC and Board of Directors are a group of volunteers in the community.
2. It can take up to thirty (30) days for the review and approval or rejection of this application.
3. If insufficient information is provided, additional information and time may be required.
4. I am responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the submitted plans, deed restrictions, and/or county building requirements.

\_\_\_\_\_  
Owner’s Signature

\_\_\_\_\_  
Date

**E-Mail / Website - <http://www.miramarlake.info>**

Mailing Address: PO Box 96046, Houston, TX 77213 • Phone: 281-457-5341 • Fax: 281-457-5343