

Miramar Lake Homeowners Association, Inc.

Miramar Lake, The Preserve at Miramar Lake, and Willows Edge

In accordance with the governing documents for the Miramar Lake Homeowners Association, and 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 (ACC) prior to the planned improvement and/or changes. **If any change is made that has not been approved, the ACC has the right to require the owner to reverse or undo the improvement and/or changes at the owner's expense.**

Please complete this application in its entirety and email it to Board@miramarlake.info and ggreer@pmghouston.com or via postal mail to the following address:

Associa – PMG Houston
c/o Miramar Lake HOA
11000 Corporate Centre Dr., Suite 150
Houston, TX 77041

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 and agree that:

1. The Architectural Control Committee and Board of Directors are a group of volunteers in the community.
2. It can take up to forty-five (45) days for the review and decision of this application.
3. If insufficient information is provided, then additional information and time will be required for the application to be processed.
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.
5. I am responsible for following up with the management company to ensure that this application and supporting documentation have been received.

Home Owner's Signature: _____ Date: _____