



LONGWOOD VILLAGE HOMEOWNERS' ASSOCIATION, INC.
www.longwoodvillagehoa.com
ARCHITECTURAL REVIEW COMMITTEE (ARC) MODIFICATION REQUEST

Homeowner's Name(s) _____

Address _____ Lot _____ Blk _____ Section _____

Home Phone _____ Work Phone _____ Fax _____

To facilitate communications and provide a quicker response to your request, please provide your email address(es):

Email address (1) _____

Email address (2) _____

A \$25.00 APPLICATION FEE MUST BE SUBMITTED WITH PAPERWORK TO PROCESS. USE OF THE H.O.A. COMMON AREAS FOR CONSTRUCTION ACCESS IS NOT PERMITTED. VIOLATIONS ARE SUBJECT TO FINES. SUBMISSIONS FOR ADDITIONS OR ALTERATIONS TO PROPERTY MUST INCLUDE: A copy of any required construction permits; sketches; site plan (survey) showing house and location of the proposed addition/alteration, lot lines, dimensions and easements; elevations (including side views) showing dimensions and photos sufficient to describe the project in detail. **If applying for a pool installation, a \$1000.00 deposit check must accompany application before it will be processed.** Checks will be deposited immediately and will not accrue interest. Refunds will be made after a formal request and inspection of the property. ANY EXTERIOR PAINTING that is **NOT** performed in the same color tones requires ARC approval. PAINT COLOR CHANGE REQUESTS must include a colored photo of the brick, a sample of the proposed paint, together with a completed ARC application. ANY ROOF OR FENCE REPLACEMENT that is **NOT** performed in the same or equivalent materials, style and color requires ARC approval. ROOFING CHANGE REQUESTS must include small samples or a brochure of the proposed roofing materials to be used, together with a completed ARC application. **NOTE:** Homeowners in the patio home sections (Sections 5 and 10) of Longwood Village are required to use the same or equivalent brick, roofing and paint colors, style and materials on their homes, in like kind to one another to comply with the continuity standards established by the developer pertaining to their respective sections. No deviations are permitted. If you have any questions, please call the Principal Management Group (PMG) office at 713-329-7182 or fax to 713-329-7198.

BRIEFLY DESCRIBE THE ADDITION OR ALTERATION WHICH YOU PROPOSE:

LOCATION OF IMPROVEMENT:

_____ Front of house

_____ Roof of house

_____ Back of house

_____ Garage

_____ Side of house

_____ Patio

_____ Other (Describe) _____

CONTRACTOR: _____

Address1 _____

Address2 _____

Work Phone _____ Fax Nbr _____

MATERIALS NECESSARY FOR PROPOSED ADDITION OR ALTERATION:

*Paint or Stain Color(s) _____

Brick Type(s) _____

Shingle Type(s) _____

Screen Type(s) _____

Siding Type(s) _____

***Please include paint color name/number and send the manufacturer's paint sample or brochure with the application.**

Exterior paint must comply with Association standards of neutral color scheme.

Signature of Homeowner _____

Date _____

Check Nbr(s) _____

Expected Start Date _____

Expected Completion Date _____

RETURN TO:

LONGWOOD VILLAGE HOMEOWNERS' ASSOCIATION, INC.
 C/O PRINCIPAL MANAGEMENT GROUP OF HOUSTON, INC.
 11000 Corporate Centre Drive, Suite 150
 Houston, TX 77041