

SOUTHDOWN VILLAGE
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 Review Committee (ARC). The ARC Committee will review for architectural harmony, color, location, & use restrictions. If any improvement or change is made without prior consent of the ARC, the Association may require the owner to return the property to its original condition at the owner's expense. Please refer to the Architectural Guidelines and Fence Guidelines for specific detail before completing this form. All forms and guidelines can be found at www.Copperfield.org.

The approved paint color wheel and approved roof shingles can be found at the Copperfield Community Center located at 15409 Willow River Drive. The center may be contacted at (281) 856-9060.

Please complete the entire form and return to the address shown below:

Name: _____ **Property Address:** _____

Home Phone #: _____ **Work Phone #:** _____

Type of Improvement/Change (Please check & circle):

<input type="checkbox"/>	Repair/Install Fence	<input type="checkbox"/>	Install Patio/Deck
<input type="checkbox"/>	Repair/Replace Exterior Wood	<input type="checkbox"/>	Install Porte Cochere
<input type="checkbox"/>	Repair/Replace Roof	<input type="checkbox"/>	Extend Driveway/Walkway
<input type="checkbox"/>	Repair Exterior Brick	<input type="checkbox"/>	Room Addition/New Construction
<input type="checkbox"/>	Replace Garage/Front Door	<input type="checkbox"/>	Add Separate Structure/Building- Storage, Play Set, Satellite Dish, Flag Pole
<input type="checkbox"/>	Replace Siding	<input type="checkbox"/>	Pool/Spa
<input type="checkbox"/>	Paint- Residence/Trim/Garage/Shutters	<input type="checkbox"/>	Landscape-Add/Remove Trees, Sprinkler System, Permanent Flower Bed Structure
<input type="checkbox"/>	Replace/Repair Gutters	<input type="checkbox"/>	Install Basketball Goal
<input type="checkbox"/>	Stain Fence	<input type="checkbox"/>	Other

OTHER/ _____ **ADDITIONAL** _____ **COMMENTS:** _____

FENCES – 6' Cedar wood pickets are required around the perimeter of the home. 2 x 6" treated pine rot boards are allowed, for a total height of 6'6" from the ground. If adjoining to the neighbor's fence, the fences and rot boards must be aligned. Review the fence guideline document before beginning construction.

ROOF – Attach a small sample of the shingle and state type, weight, and color of shingles.

PAINTING - If painting the exterior of your home, please complete the following questions and you must submit paint samples of not less than 1" x 1" in size for each color proposed :

Existing brick color: _____ Proposed color for:
 Main portion of house: _____
 Trim: _____
 Garage door _____

(Must be the same color as either the main or trim)
Accents (i.e. shutters, doors, window hoods): _____

STRUCTURES - The ARC is not responsible for ensuring compliance with local or state codes or requirements. All required permits and easement encroachment violations are the responsibility of the homeowner. If you are building or remodeling a structure with walls and/or a roof, you must include an elevation drawing showing the dimensions of the structure, especially the height. You must also submit:

1. Lot survey or a detailed drawing of the lot dimensions including placement of existing structures, with the location of the new structure indicated.
2. Type of materials to be used.
3. Dimensions of the structure, i.e. height, width and length.
4. Samples of roofing material and paint.

BASKETBALL GOAL - You must submit the following:

1. Lot survey or a detailed drawing of the lot dimensions including the placement of existing structures, with the location of the basketball goal indicated.
2. Color of net, pole, base and backboard
3. If garage mounted, state color of supports and how attached to roof

ALL OTHERS – You must submit the following (if applicable):

1. Brochures/photos.
2. Lot survey or detailed lot plan with location of proposed improvement.
3. Description of materials to be used.
4. Samples, i.e. roof shingles.

Please sign and date:

I understand that the Association’s Architectural Review Committee will act on this request as quickly as possible and has up to 30 days to respond. I agree not to begin property improvements/changes until I am notified of approval.

Estimated Start Date _____

Estimated Completion Date _____

Homeowner’s Signature

Date

Return to:
Graham Management
12000 Westheimer, Suite 390
Houston, TX 77077
(281) 497-4320 Fax (281) 870-1654

Approved _____
Denied _____
Date _____

ARC Approval #2 _____
ARC Approval #3 _____

Date _____
Date _____

Comments/Reasons _____

