

# Boca Raton Section I Homeowners' Association, Inc.

Post Office Box 2180  
Friendswood, TX 77549-2180  
EMAIL: bocaraton1@juno.com

## HOME IMPROVEMENT APPLICATION PROCESSING

1. Before making a home improvement, the homeowner will complete the Home Improvement Application, (HIA). Homeowners will need to include the following:

- A. A plat map, (lot map), showing location of improvement.
- B. A list of all exterior finishes, brick, siding, paint, roofing material, decking materials, storage shed exterior finishes, etc.
- C. HIA with all applicable blanks completed.
- D. A copy of all plans showing dimensions, height, width and depth.

2. Upon completion of the above information. The complete package is to be forwarded to:

Boca Raton Section I Homeowners' Association  
Post Office Box 2180  
Friendswood, TX 77549-2180  
Attention: Architectural Control Committee

3. All applications received before the meeting of the Architectural Control Committee, (ACC) will be presented to the ACC for their review. Meetings are generally held within the first week of the month and within the third week of the month.

The ACC will evaluate all HIAs presented based on the deed restrictions and guidelines that apply to that improvement.

The ACC will note their response to the HIA with the following:

**Approved** - As presented.

**Denied** - With an explanation of the reasons for the plans being denied.

4. After review, a letter providing the response of the ACC that will include the above information. If any plans are denied or tabled the plans for the Home Improvement will be returned to the homeowner. If plans are approved or conditionally approved the plans will be placed in the permanent records of the association.

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5. If plans have been denied, the homeowner will have the opportunity to make any changes required to the plans and resubmit the HIA, if the homeowner desires approval of these plans.

6. If a home improvement has been completed before submitting for approval and the improvement requires changes or removal, it is the responsibility of the homeowner to make any changes at the owners expenses required for approval. If the home improvement cannot be approved, it is the responsibility of the homeowner to remove the improvement or to request a hearing before the Mediation Committee of the community. All decisions of the Mediation Committee are final. If a homeowner fails to make the required changes and the Association is required to take legal action to resolve the matter, all legal cost will be the responsibility of the homeowner.

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## HOME IMPROVEMENT APPLICATION (HIA)

In an effort to protect individual homeowners' rights and values, it is required that any homeowner who is considering making a modification, addition, or change to the exterior of their property, **MUST** submit an application for home improvement to the Architectural Control Committee (ACC) for the proposed changes. If any modification is made prior to approval by the ACC, the Committee has the right to require the homeowner to remove, or modify the improvement and/or change on said property at the owner's expense.

PLEASE COMPLETE THIS FORM IN DETAIL. **INCLUDE REQUIRED ATTACHMENTS**

Name of Owner \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

EMAIL: \_\_\_\_\_

1. Briefly describe the improvement/change that you propose:

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- \* Sketches of proposed improvement/change should be provided for clarity as appropriate.
- \* Architectural drawings are **REQUIRED** for major additions or changes to major structures.

2. Location of improvement/change: **ATTACH A LOT SURVEY OR SCALE DRAWING.**  
(Include distances from fences and houses.)

3. Materials necessary for proposed improvement/change (check & identify types and colors).  
**ATTACH PAINT, STAIN, SHINGLE OR BRICK SAMPLE IF APPLICABLE.**

MATERIAL	TYPE/COLOR
_____ Paint	_____
_____ Stain	_____
_____ Lumber	_____
_____ Siding	_____
_____ Brick	_____
_____ Screen	_____
_____ Shingles	_____
_____ Pipe	_____
_____ Electrical	_____
_____ Fence	_____
_____ Other: _____	_____

NOTE: Include color photos showing brick & trim colors for paint changes, solar screen additions, and storm door installations.

4. Dimensions of improvement/change:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.

**NOTE:**

ATTACH A LOT SURVEY AND/OR TO-SCALE DRAWING WITH DISTANCES AND/OR ELEVATIONS, SHOWING PROPERTY LINES, RESIDENTIAL BUILDINGS, EASEMENTS, FENCES, ETC., TO SHOW LOCATION AND TO HELP DEPICT THE PROPOSED IMPROVEMENT.

A DRAWING IS REQUIRED ON ALL APPLICATIONS FOR HOME ADDITIONS, DECKS, POOLS, STORAGE BUILDINGS, PATIO COVERS, SIDEWALKS, DRIVEWAYS, PLAYGROUND EQUIPMENT, ETC.

**Owner's Affidavit:**

1. To my knowledge, nothing in the proposed improvement/alteration is in violation of the Declaration of Covenants, Conditions, and Restrictions (Deed Restrictions) as applicable to the subject lot.
2. I represent and warrant that the proposed improvement/alteration will be effected in strict compliance with the Deed Restrictions.
3. I understand that approval by the Architectural Control Committee or Board of Directors shall in no way be construed as a waiver or modification of the Deed Restrictions.
4. I represent and warrant that the proposed improvement/alteration will be in conformity and harmony with the exterior design and location of surrounding structures and topography, and that the quality of workmanship and materials involved will be in conformity with any existing adjacent structures.
5. I understand that it is my responsibility to conform with all city, county, state, federal, or any other jurisdictional building code or ordinance that may apply to this improvement/alteration and that approval by the ACC shall in no way be construed as a waiver of such code or ordinance.
6. I agree that no construction or other work on this improvement/alteration shall commence and the ACC will act on this request within 30 days and notify me regarding the decision.
7. If this application is denied, I understand that I may appeal the decision, in writing, to the Board of Directors. I further agree that I will abide by the Board's decision.

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

RETURN TO: Boca Raton Section I Homeowners' Association, Inc.  
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Attention: Architectural Control Committee

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## ARCHITECTURAL CONTROL COMMITTEE WORKSHEET

Property: Block \_\_\_\_ Lot \_\_\_\_ Date Received: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Improvement: \_\_\_\_\_

Variance: Material \_\_\_\_ Appearance \_\_\_\_ Size \_\_\_\_ Location \_\_\_\_ None \_\_\_\_

Board of Directors Comments: \_\_\_\_\_

Committee Response: Approved \_\_\_\_ Denied \_\_\_\_ Tabled \_\_\_\_

Conditionally Approved \_\_\_\_

Committee Comments: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
For The Architectural Control Committee

Date: \_\_\_\_\_

By: \_\_\_\_\_  
For The Architectural Control Committee