

CANDLELIGHT FOREST WEST MAINTENANCE FUND, INC.

5018 Antoine, Suite B, PMB #174

Houston, TX 77092

Message Center/Office: 713-849-2389 Fax: 713-849-2389



ARCHITECTURAL REQUEST

Please Read All Pages Before Beginning The Process

This is to inform you of the process for all Architectural Requests. All requests must be completed on the enclosed Architectural Request Form and submitted to CFWMF at the above address. In order to respond to you in a timely manner, please include all plans, color, dimensions, and pictures with your request. Failure to include a picture, drawing, or plans, as well as failure to sign where indicated will result in delays processing your request. The request will be sent to the Homeowner's Association Board of Directors for review. The Board of Directors or Developer has up to 30 days to approve or deny your request.

NO construction should begin until you receive a letter back stating whether your request was approved or denied.

ONLY the Board of Directors acting as the Architectural Control Committee can approve or deny your request.

Please contact our message center/office at 713-849-2389 should you have further questions.

Thank You.

Candlelight Forest West Maintenance Fund, Inc.

NOTICE

PLEASE READ

NOTICE

YOU MAY NOT BEGIN CONSTRUCTION ON ANY PROJECT UNTIL YOU HAVE RECEIVED A WRITTEN CORRESPONDENCE FROM THE ARCHITECTURAL REVIEW BOARD. STARTING ANY PROJECT WITHOUT APPROVAL WILL BE AT THE HOMEOWNER'S EXPENSE AND WILL BE REQUIRED TO RETURN IT BACK TO THE ORIGINAL STATE.

All Submissions must be accompanied with the following:

- **Architectural drawing and/or pictures**
- **Property survey/plat showing improvement(s)**
- **Description and samples of materials**
- **Evidence of government approval (permits for city and county, etc) where applicable**

NOTE: REMEMBER TO ALLOW THIRTY (30) DAYS AFTER SUBMISSION TO THE HOA. PLEASE SEND COMPLETE REQUEST PACKAGE TO:

**CANDLELIGHT FOREST WEST MAINTENANCE FUND, INC.
5018 ANTOINE, SUITE B, PMB #174
HOUSTON, TX 77092**

MESSAGE CENTER/OFFICE: 713-849-2389 FAX: 713-849-2389

IMPORTANT NOTICE: FOR YOUR PROTECTION, INQUIRE AND OBTAIN CITY AND/OR COUNTY PERMITS BEFORE SUBMITTING REQUESTS FOR APPROVALS TO THE ARCHITECTURAL CONTROL COMMITTEE.

APPROVAL OF ANY STRUCTURE BY THE ARCHITECTURAL CONTROL COMMITTEE IS IN NO WAY A CERTIFICATION THAT THE STRUCTURE HAS BEEN BUILT IN ACCORDANCE WITH ANY GOVERNMENTAL REGULATION(S) OR THAT THE STRUCTURE COMPLIES WITH SOUND BUILDING PRACTICE OR DESIGN.

NEITHER DECLARANT, THE ASSOCIATION, THE ARCHITECTURAL CONTROL COMMITTEE, THE BOARD, NOR THE OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES AND AGENTS OF ANY OF THEM SHALL BE LIABLE IN DAMAGES TO ANYONE SUBMITTING PLANS AND SPECIFICATIONS TO ANY OF THEM FOR APPROVAL, OR TO ANY OWNER OF PROPERTY AFFECTED BY THE DECLARATION BY REASON OF MISTAKE IN JUDGEMENT, NEGLIGENCE OR NONFEASANCE ARISING OUT OF OR IN CONNECTION WITH THE APPROVAL OR DISAPPROVAL OR FAILURE TO APPROVE OR DISAPPROVE ANY SUCH PLANS OR SPECIFICATIONS; NOR SHALL ANY OF THEM ASSUME LIABILITY OR RESPONSIBILITY FOR ANY DEFECT IN ANY STRUCTURE CONSTRUCTED FROM ANY SUCH PLANS AND SPECIFICATIONS.

The owner/applicant is solely responsible for complying with all building codes and regulations and locating their improvements so as to adhere to all property boundaries. Approval of a plan by the Board or Architectural Committee shall NOT be construed as an expression of any opinion as to compliance with any building codes or regulations or the placement of improvements in adherence to property boundaries. Unless otherwise stated in the remarks section below, all improvements must comply with all of the provisions of the Restrictive Covenants. The Board is not responsible for lost or delayed mail with respect to applications.

Please initial here that you have read the above disclaimer:

BY SIGNING BELOW, HOMEOWNER ACKNOWLEDGES THAT HE/SHE HAS READ ALL PAGES OF THIS DOCUMENT:

HOMEOWNER'S SIGNATURE

HOMEOWNER'S SIGNATURE

DATE: _____

NOTE: PLEASE RETURN THIS FORM WITH ACC APPLICATION.

ARCHITECTURAL CONTROL APPLICATION CANDELIGHT FOREST WEST

Copy Forwarded Date: _____
DR Authorization: _____

In an effort to maintain property values, deed restrictions require that exterior changes be approved by an Architectural Control Committee prior to commencing work. Their evaluation address architectural harmony, color, location, minimum construction standards and use restrictions. Please consult your deed restrictions for additional information.

Subdivision: _____ Start Date: _____ Completion Date: _____

Owner Name: _____ Home Phone: _____ Work Phone: _____

Address: _____ Section: _____ Block: _____ Lot: _____

Please check the improvements applicable to your request and see the reverse for additional information that may be required:

Who will perform the work? _____

- Repair Exterior Wood/Brick
- Install siding
- Repaint Residence Same Color
- Replace or Repair Roof
- Replace Door/Garage Door
- Paint Residence Different Color
- Repair and/or Install Fence
- Install Patio/Patio Cover
- Room Addition
- Add Separate Structure or Building (Storage, Tool Shed, Fort/Jungle Gym, satellite Dish, etc.)
- Other: _____

Please attach 2 copies of color swatch here:

For trim, attach 2 color swatches here:

| | | | |
|---------------|---------------|------------|------------|
| PRIMARY COLOR | PRIMARY COLOR | TRIM COLOR | TRIM COLOR |
|---------------|---------------|------------|------------|

I request a response as quickly as possible (although a maximum of 30 days is allowed) and agree not to begin the project until a response is received. I understand the Committee members are not architects or engineers and do not endorse any products or vendors.

SIGNATURE OF HOMEOWNER

DATE

FOR COMMITTEE USE ONLY

ARCHITECTURAL CONTROL EVALUATION AND RESPONSE

Thank you for submitting your plans for exterior changes. The Committee has reviewed your specifications and respond as follows:

- Your application has been approved for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the Deed Restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments, etc. We hope you enjoy the enhancements to your home.
- Once work has commenced, it must be completed within thirty days unless otherwise noted below.
- The Committee requests additional information prior to processing your request. Please return all original documents with the additional information. *Additional information requested is noted below.
- Your specifications do not meet your neighborhood guidelines as presented. Please reassess and re-submit your plans.
 - a. Color selection is not an approved shade
 - b. Height or size limitations are exceeded
 - c. Placement on lot appears to violate front set-back lines or side/rear easements
 - d. Construction materials are not in accordance with guidelines
 - e. Other, please see below
- Additional information: _____

Authorized Association Representative(s): _____ Date: _____

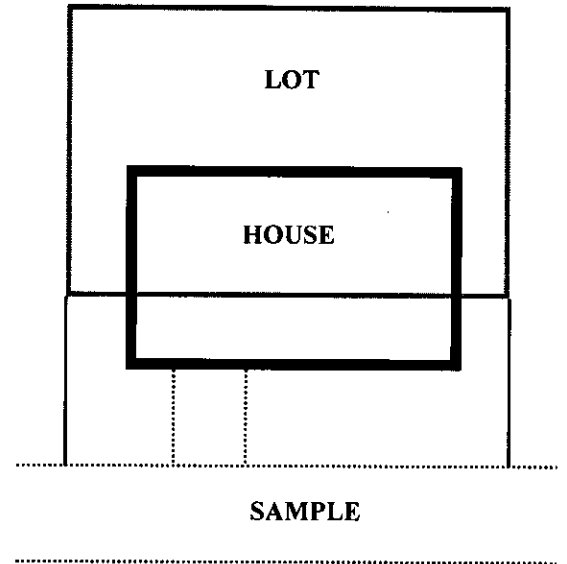
Authorized Association Representative(s): _____ Date: _____

INSTRUCTIONS

Sketch your lot showing property lines, front and side streets, outline your house and driveway, and then insert any proposed addition (room, outbuilding, fence, etc.) Feel free to enclose photographs, sales literature, catalog pages, etc.

INFORMATION REQUIRED:

1. House painting—attach 2 copies of your color choice to the box on reverse side. If you are applying for a base paint color with a different color trim, please include two samples of each color.
2. Roofing Materials: Attach a small sample of the shingle to box on reverse side. State type, weight and color of shingles.
3. Addition of fence, other structures or outbuildings (patio cover, storage building, greenhouse, fort/jungle gym, satellite dish, etc.) - draw location of improvement on sketch and give dimensions including height, length, width and distance from each fence; list construction materials to be used.
4. Room Additions: All above items plus elevation and side view; show windows, doors, slope of roof, etc. Indicate all construction materials for exterior walls, roof, etc.



DRAW SITE PLAN HERE. ADD ADDITIONAL SHEETS IF NEEDED.