



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

COMMUNITY ASSOCIATION, INC.

## GENERAL INSTRUCTIONS FOR APPLICATION FOR HOME IMPROVEMENTS OR MODIFICATIONS

These general instructions are provided to help ensure your application is as complete as possible, allowing for a timely and accurate review of your plans.

**IMPORTANT:** Failure to submit all required information will result in your application being returned or denied until all necessary details are provided.

The **Architectural Review Committee (ARC)** consists of volunteers from your community and has up to **30 days** to respond to an application. However, reviews are typically completed within **2 to 3 weeks**.

Below is a list of project types with specific requirements for additional information. If your project is not listed, or if you have any questions, please contact the HOA OFFICE at **(281) 693-0003**.

All modifications must align with the existing architectural style of your home and the overall community to maintain consistency and cohesion.

1. **PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION;** you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
2. **PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.;** you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey, with measurements from rear and side building lines or easements.
3. **POOL/SPA** Be aware that NO curb cuts are allowed in Fort Bend County. For a New Pool you must submit the New Pool Construction ARC Application. For a Spa you must submit lot survey, drawings and address all drainage issues.
4. **PAINTING OR SIDING** submit sample of color. Submit a photo of your home (to indicate brick colors)
5. **ROOFS** please submit manufactures name / color name (brochure or small sample).
6. **DOORS OR STORM DOORS** please provide photo or brochure. Indicate material, stain & or paint samples.
7. **SOLAR SCREENS OR WINDOW TINTING** please provide material samples. No reflective material.
8. **WROUGHT IRON GATES OR BURGLAR BARS** please submit drawing, color and indicate on lot survey placement.
9. **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
10. **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
11. **ANTENNAS** please give size, height, and color of antennae and show location on lot survey.
12. **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
13. **FENCING** please provide height, materials and location on lot survey.
14. **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey, size, and dimensions.

**FIRETHORNE COMMUNITY ASSOCIATION**  
**APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY**

Firethorne Community Association  
28128 N. Firethorne Rd.  
Katy, TX 77494  
Phone: 281-693-0003  
Fax: 281-693-1415

OWNERS NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

In an effort to protect the homeowner's rights and property values, it is required that any homeowner considering change or addition to their home OR property which would affect the exterior appearance MUST submit their request in writing to the Architectural Review Committee **PRIOR** to initiating any change or addition. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement from the property.

PLEASE STATE PROPOSED  
CHANGE OR ADDITION(S) \_\_\_\_\_

**A LOT SURVEY OF THE PROPERTY INDICATING THE LOCATION OF THE PROPOSED ADDITION  
MODIFICATION OR STRUCTURE MUST BE ENCLOSED, ALONG WITH SPECIFIC DETAILS OF MATERIALS,  
COLOR, AND DIMENSIONS, INCLUDING HEIGHT.**

**YOUR LOT SURVEY SHOULD HAVE BEEN PROVIDED AT YOUR CLOSING. IF A LOT SURVEY CANNOT BE  
PROVIDED, PLEASE SUBMIT A DETAILED DRAWING OF THE PROPERTY SHOWING THE LOCATION OF THE  
HOME AND EASEMENTS. THE PLACEMENT OF THE  
IMPROVEMENT MUST BE SHOWN INDICATING THE DISTANCE FROM SIDE AND/OR REAR FENCING.**

**IF THE PROPOSED IMPROVEMENT HAS A ROOF, PLEASE SUBMIT AN ELEVATION DRAWING SHOWING HOW  
THE STRUCTURE WILL LOOK FROM A SIDE AND REAR VIEW.**

**NO LOT SURVEY IS REQUIRED FOR PAINTING, STAIN, SIDING OR ROOF REPLACEMENT.**

**COLOR SAMPLES ARE REQUIRED FOR PAINT, SOLAR SCREENS, ROOFING MATERIAL, BRICK OR SIDING.**

MATERIALS TO BE USED: \_\_\_\_\_

DIMENSIONS:      HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

**FAILURE TO SUBMIT THE SURVEY AND ALL REQUIRED INFORMATION MAY RESULT IN A DELAY  
AND/OR AUTOMATIC**

**DISAPPROVAL OF THE APPLICATION.**

**The ARC Committee meeting is held on the 3<sup>rd</sup> Wednesday of the month. All application must be received by 12:00pm the Friday prior to  
the scheduled meeting. Applications received after the deadline will be reviewed the following  
month. You can receive notice as early as the fourth Friday of the month.**

I understand that the Committee will act on this request as quickly as possible and contact me in writing regarding their decision; however, the Committee is allowed from 30 to 45 days to respond. I also understand that in the event construction is not started within six (6) months from the date of approval, then a new application must be submitted. Further, I understand that it is my responsibility to ensure that compliance with all the applicable governmental ordinances, codes, permits, etc. affecting such improvement(s). I understand that I am not to begin any improvements until the Committee notifies me of their decision.

\_\_\_\_\_  
HOMEOWNER'S SIGNATURE  
DATE: \_\_\_\_\_

\_\_\_\_\_  
CONSTRUCTION START/COMPLETION DATE

## **Homeowner's Understanding of Modifications Guidelines for Firethorne**

### **Instructions to Homeowner requesting approval of modification plans:**

Please initial in the blanks below, and sign and date to indicate your understanding of the modification's approval process. This form must be submitted along with the "Application for Approval to Modify Home or Property."

### **Purpose of the Modifications Guidelines**

\_\_\_ I understand the purpose of the Modifications Guidelines is to establish and preserve a harmonious and aesthetically pleasing design for lots within the Firethorne project and promote the value of the properties made subject to the restrictions set forth in the Declaration of Covenants, Conditions and Restrictions for Firethorne ("the Declaration"), recorded under File No. 2005032616 of the Official Public Records, Fort Bend County, Texas on March 23, 2005.

### **Approvals**

\_\_\_ I understand that, as described more completely in the Declaration, no construction of improvements or modifications, additions or alterations to the existing improvements shall be commenced without written approval by the Firethorne Modification Committee (MC).

\_\_\_ I understand that the approval of plans shall not be deemed a variance from the specific restrictions set forth in the Declaration. Variances may only be granted in writing and under special circumstances after being reviewed by the Firethorne MC. Variance and approvals shall be reviewed and/or approved on an individual basis and shall not be considered a waiver or variance of future approvals.

\_\_\_ I understand that these guidelines are only intended to facilitate the application for review and possible approval process contemplated by the Declaration. Firethorne Community Association, Inc. (the HOA) and the Firethorne MC retain all rights and discretion available pursuant to the Declaration, the other governing documents of the Association and under Texas law.

### **Denial**

\_\_\_ I understand that Firethorne HOA and MC shall have the sole discretion to determine whether plans and specifications submitted for approval are acceptable to the HOA and MC, following the restrictions and guidelines.

\_\_\_ I understand that Firethorne HOA and MC may deny plans and specifications for any reason consistent with the objective and purposes of the Declaration as determined by the MC. Each application is specifically reviewed. Approval of an application is not based on approval or denial of a previous application. Approval of an application is based on aesthetic considerations, including but not limited to: design, location, appearance in relation to its surrounding structures and neighboring lots, topography, walking trails, and whether the modifications will be in public view.

\_\_\_ I understand that Firethorne HOA and MC may require correction or removal of any work in place which does not comply with the approved plans or specifications as stated in the guidelines. Failure to do so may result in a "non-compliance" letter or further action.

\_\_\_ I understand that I may appeal a denial by the Firethorne HOA and MC by requesting a hearing on or before the 30<sup>th</sup> day after the date the notice was emailed.

I, \_\_\_\_\_ understand and agree to the statements above.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Firethorne Community Association Residential Pool Construction Checklist

DATE RECEIVED: \_\_\_\_\_

ASSOCIA/PMG HOUSTON ACCOUNT NUMBER: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

POOL COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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## SUBMITTAL REQUIREMENTS

- \_\_\_\_1. Site plan, including lot survey, with pool layout and landscape plan, if any submitted. (If drainage is to be installed location must be noted as required)
- \_\_\_\_2. \$5000.00 contractor deposit check submitted Check # \_\_\_\_\_
- \_\_\_\_3. Current W-9 from pool contractor
- \_\_\_\_4. \$150.00 check for site plan review fee submitted Check # \_\_\_\_\_
- \_\_\_\_5. Excavation removal statement submitted
- \_\_\_\_6. Construction access agreement (if applicable)

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## FOR ASSOCIATION OFFICE USE ONLY

- \_\_\_\_1. Site plan reviewed by Firethorne CAI for pool layout and drainage location (if any)
- \_\_\_\_2. Site plan submitted to Quiddity for engineering review  
Date: \_\_\_\_\_
- \_\_\_\_3. Quiddity engineering review  
Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied
- \_\_\_\_4. Inframark notified of pending pool construction  
Date: \_\_\_\_\_
- \_\_\_\_5. Site plan submitted to Modifications Committee for review  
Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied
- \_\_\_\_6. Homeowner notified of pool construction disposition  
Date: \_\_\_\_\_

## Pool Deposit Refund Request

UPON COMPLETION OF YOUR POOL YOU MAY REQUEST THAT THE POOL DEPOSIT BE RETURNED TO THE POOL CONTRACTOR.

INFRAMARK INSPECTION LETTER MUST ACCOMPANY THIS FORM.

PLEASE FILL OUT THE INFORMATION BELOW AND RETURN TO FIRETHORNE COMMUNITY ASSOCIATION BY EMAIL OR MAIL.

Firethorne Community Association

28128 N. Firethorne Road

Katy, TX 77494

[Community.manager@firethornecai.com](mailto:Community.manager@firethornecai.com)

[cambrose@inframark.com](mailto:cambrose@inframark.com)

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Contractor Company Name

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Home Owner Name

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Contractor Address

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Property Address

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City, State

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Zip

Deposit Amount: **\$5,000.00**

Please accept this letter as confirmation that the pool at the above address is completed and the property has been restored to the original condition. I am, therefore, requesting that the pool deposit be returned to the contractor. Thank you.

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Date

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Signature

## **Firethorne Pool Excavation Removal Statement**

The excavation materials removed from the pool construction site located at

\_\_\_\_\_ within the Firethorne

Community will not be disposed of at any location within the Firethorne Community or the vicinity  
deemed to affect the appearance of Firethorne.

Signed:

\_\_\_\_\_  
Pool Construction Company Name

\_\_\_\_\_  
Pool Construction Company Representative (Please Print)

\_\_\_\_\_  
Pool Construction Company Representative (Signature)

## Construction Access Agreement Form

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

During the installation of a swimming pool at the residence of:

Customer: \_\_\_\_\_

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

City: \_\_\_\_\_ Phone: \_\_\_\_\_

The neighboring property owned by:

Neighbor: \_\_\_\_\_

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

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Is required to be used to allow sufficient access for construction.

By signing this agreement, I hereby grant permission to:

Company/Contractor: \_\_\_\_\_

To use my property for access to construct a swimming pool. I am also aware that the customer, for whom the pool is being built, will assume all responsibility for damages, if any, during the normal construction of the swimming pool.

Neighbor's Signature: \_\_\_\_\_

I do hereby agree to assume all responsibility for any damages that may occur during the normal construction of the swimming pool to both my own and my neighbor's property.

Customer's Signature: \_\_\_\_\_