



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 Firethorne 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, OR ROOM ADDITION:** You must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials, roofing and exact 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 a lot survey, drawings and address all drainage issues.
4. **PAINTING OR SIDING:** You must submit a sample of the color and a photo of your home (to indicate brick colors)
5. **ROOFS:** You must submit the manufacturer's name and color name (brochure or small sample)
6. **DOORS OR STORM DOORS:** You must provide a photo or brochure as well as indicate material, stain or paint samples.
7. **SOLAR SCREENS OR WINDOW TINTING:** You must provide material sample. No reflective material will be allowed.
8. **WROUGHT IRON GATES OR BURGLAR BARS:** You must submit a drawing that indicates color and a lot survey marking the location.
9. **DECKING/PATIO:** You must indicate the location on a lot survey and the materials to be used in addition to the height of the decking.
10. **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.): You must indicate the location on a lot survey
11. **ANTENNAS:** You must give the size, height and color of antennae and indicate its proposed location on a lot survey.
12. **LANDSCAPING OR TREE REMOVAL/REPLACEMENT:** You must submit details on the tree dimension and type as well as indicate its placement on a lot survey.
13. **FENCING:** You must provide the height and materials being used as well as its proposed location on a lot survey
14. **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.): You must submit a photos or brochure, indicate its size and dimensions and mark its proposed location on a lot survey.

TO SUBMIT YOUR APPLICATION: All modification applications must be submitted through the Vantaca Homeowner Portal at **home.inframark.com**. Once logged in, select **"Requests" > "New Request" > "ARC Request"** and upload the completed application along with all required supporting documents.

APPLICATION FOR APPROVAL TO MODIFY HOME OR PROPERTY

Firethorne Community Association

OWNER'S NAME:	
ADDRESS:	
EMAIL ADDRESS:	
PHONE NUMBER:	

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)

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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:					
HEIGHT:		WIDTH:		LENGTH:	

FAILURE TO SUBMIT THE SURVEY AND ALL REQUIRED INFORMATION MAY RESULT IN A DELAY AND/OR AUTOMATIC DISAPPROVAL OF THE APPLICATION.

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:		PROJECT START DATE:	

HOMEOWNER'S UNDERSTANDING OF FIRETHORNE MODIFICATION GUIDELINES

Firethorne Community Association

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 Community 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 Architectural Review Committee (ARC).
☐	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 ARC. Variance and approvals shall be reviewed and/or approved on an individual basis and shall not be considered a waiver or variance of future proposals.
☐	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 ARC retain all rights and discretion available pursuant to the Declaration, the other governing documents of the Association and under Texas law
Denials	
☐	I understand that Firethorne HOA and ARC shall have the sole discretion to determine whether plans and specifications submitted for approval are acceptable to the HOA and ARC, following the restrictions and guidelines.
☐	I understand the Firethorne HOA and ARC may deny plans and specifications for any reason consistent with the objective and purposes of the Declaration as determined by the ARC. 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 the Firethorne HOA and ARC may require correction or removal of any work in place which does not comply with the approved plans or specification 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 ARC by requesting a hearing with the Firethorne HOA Board of Directors on or before the 30 th day after the date the notice was emailed.

I, understand and agree to the statements above.

HOMEOWNER'S SIGNATURE:

DATE: