

MODIFICATION APPLICATION

The Modification/New Construction Committee meets on the 2nd and 4th Wednesday of each month.
Deadline for submission is the Thursday before the scheduled meeting.

Submission Date: _____

Homeowner's Name: _____

Property Address: _____

Homeowner's Phone: _____

Homeowner's email address: _____

Please note that your modification request will not be reviewed without the following:

***Deposit:**

_____ \$500 Minor Landscaping _____ \$500 Minor Construction/Exterior Paint _____ \$1,000 Major Landscaping
_____ \$2,500 Major Construction _____ \$2,500 Pool & Landscaping _____ \$500 Dumpster Deposit
_____ No Deposit for Deed Restriction Matters (if application is submitted prior to modification)

Standard Requirements for ALL Modifications checklist:

- Lot survey (survey of your lot; showing building lines and easements with the modifications superimposed and dimensions from property lines). Excluding roofs and exterior paint.
- Detailed drawings/plans with dimensions. Excluding roofs and exterior paint.
- Material list and samples, some samples may be in the form of color brochures or pictures. For certain modifications physical material samples may be required.
- Photos of the existing location (in color).
- This modification requires a dumpster. *Please note a deposit of \$500.00 is required. The dumpster is only allowed on-site for up to two weeks. If there is a need for the dumpster to remain longer please contact management and the matter will be considered at that time.

IN ADDITION to the standard requirements, submit the following for:

- Roof replacements (sample board) include pictures of your home and neighboring homes (left, right and front).
- Exterior paint (color change) a 3'x 3' sample of the proposed color scheme must be placed on the front elevation of home.
- Landscaping (changes to existing) plant/tree specs including gallon sizes and hardscape details.
- Swimming Pools – a construction grade site plan should include pool drawing with accessories, lot access, drainage lines, pool equipment location, setbacks, fencing, and all other pool specs - two (2) lot surveys one with pool sketch including dimensions from property lines and one without (clean copy) - samples for coping, decking, plaster and waterline tile selections (brochures) - details for pool accessories, hardscape and a landscape plan.

Swimming Pools on Golf Course lots: As per your Governing Documents, Deed Restriction Article 5.5, Landscaping of Golf Course and other Lots.

- i. Each Golf Course Lot shall be subject to the following additional restrictions and agreements relating to fences and landscaping at the rear of each Golf Course Lot as well as the type of grass used in each of the front, side and the backyards of each Golf Course Lot and other Lot: in the event that an Owner


ROYAL OAKS
Residential Community Owners Association, Inc.

installs, or causes to be installed, a fence in the rear yard area of his or her Golf Course Lot (each Owner with a swimming pool in a Golf Course Lot shall be obligated to install a fence), then: (i) the fence may have a solid base (not to exceed two (2) feet in height) but shall otherwise be a wrought iron “view” fence, such fence not to exceed sixty (60) inches in height overall (measured from grade and including any solid base), and

(ii) the Owner also shall have installed immediately outside such fence (i.e., within the Country Club Property) a planter area (“Planter Area”) consisting of shrubbery and an irrigation system as approved by the NCC (but in no event unimproved or improved only with sod or lawn), which Planter Area shall extend up to five (5) feet onto the Country Club Property, subject to approval by the owner of the Country Club Property)

Review the Design Guidelines prior to submission to prevent application denial.

Type of proposed Improvement: _____

Location of the Improvement (also mark on site plan): _____

Contractor information

Signature of Owner(s)

Planned Completion Date

RETURN TO:

Royal Oaks RCOA
11000 Corporate Centre Drive, Suite 150
Houston, TX 77041
Office: 713-329-2749 Fax: 713-329-7198

***DEPOSIT REQUIREMENT:**

Your deposit may be in the form of a check or money order made payable to the Royal Oaks RCOA. At its discretion, the Association may require a larger deposit. (The deposit is held to cover damage to the common areas or public right-of-ways maintained by the Association and to ensure all work conforms to the specifications outlined in your application and the Design Guidelines). You will be responsible for any damages in excess of the deposit. Your check or money order will be deposited upon approval of this application. ***The deposit will be refunded, less any deduction for damages, after*** (1) you notify the Association that all work is complete, (2) a final inspection has been completed by the Managing Agent, and (3) any discrepancies between the actual work completed and the approved work are resolved. There will be no interest paid on funds that are deposited. Failure to submit the required deposit will result in the denial of this application.