



**Deadline for submission is the 1st and 3rd Friday of each month.
The Modification Committee meets on the 2nd & 4th Friday of each month.
*November & December the committee will hold 1 meeting due to the holidays***

MODIFICATION APPLICATION

Submission Date: _____

Property Address: _____

Homeowner's Name: _____

Homeowner's Phone: _____

Homeowner's Email Address: _____

Standard Requirements for ALL Modifications Applications (Check all that applies):

the purpose of the Modification approval is to establish and preserve a aesthetically harmonious pleasing design for RORCOA Community and promote the value of the properties subject to the Declaration of Covenants and Design Guidelines.

- Complete Application:** All applications are required to be filled out completely, signed by homeowners and attached the required documents to your proposed modification (*See the checklist according to your request*). **Failure to submit a completed modification form with signatures and documentation to support the proposed request, can result in a delay or denial within 45 days of the date of submission.**
- Materials List & Samples:** A detailed list of samples, photos & materials of the submission. For certain modifications, physical materials and/or samples may be required and located on the property to review on the meeting day. **Failure to present physical materials can result in a delay or denial to the application.**
- Detailed drawings/ plans:** Submit top, side, and rear-view drawings with full dimensions. Engineered drawings are mandatory for major construction.
- Drainage Plans:** All drainage is required to flow to the front of property by curb-cut or pop-up drains. Mandatory drainage plans are required to be submitted based upon the modification request.
- Engineered Lot Survey:** A clean & marked survey for all applications excluding exterior paint, door replacements, roofs replacements, solar panels, and window submissions.

Type of proposed Improvement and location of the Improvement (review checklist):

Submitting your application, Review the Modification Checklist (check all that applies):

- Roof Replacements:** (color or style include shingle). A photo of your property and neighboring homes existing shingle colors and/or style. Submit shingle color. ***For example: Owens Corning Driftwood shingle color.***



- **Exterior Paint:** (color change only) A 3X3 sample of the proposed color scheme must be painted on the front, side, or rear elevation of the property prior to the meeting date. Precisely indicate the color name and their location. ***For example: SW 6385 Dover white- stucco & gutters. SW 7674 Peppercorn- trim & shutters.***
- **Landscaping:** All proposed landscaping plans are required to consist of hardscape elements, location, and plant materials from RORCOA approved plant list. **Landscape lighting** is required to submit the location as well as proposed fixtures, color of lights, and wattage. All landscape lighting requires approval from the committee prior any installation. **Tree removals and/or replacements** are required to obtain approvals before removal. **Artificial turf is required to be submitted and location of turf may vary upon approval.** **Design guidelines for landscaping, lighting and master plant, tree lists are available on www.rorcoa.com.**
- **Generator Installation: Generators are required to be approved before installation.** Submit the size of the generator, marked location and electrical panel on the engineered lot survey. Include the dimensions from the property lines, operating windows on the 1st story, and screening materials if it applies. Adjacent lots to the golf course are required to have a wrought iron fence with privacy panels on the view that faces the golf course. It mandatory for generators to be screened from the street and golf course view according to RORCOA community standards. A copy of the City of Houston permit is required upon final inspection.
- **Concrete work or pavers:** (*Applies to driveway extensions, patio concrete/pavers, pathways, and other concrete or paving work*). Submit a drawing showing the extension of the concrete, materials in use, and drainage plan for approval. Show the location of the concrete or paving work on the lot survey. ****Physical samples may be required*. All driveway expansions are required to paint or stain the entire driveway to match the existing concrete.***
- **Patio Covers, Pergolas, Room additions or Storage Sheds:** Submit detailed plans showing how the finished structure looks from the side, rear, and top view. Patio covers and room addition applications are required to submit a roof plan and photo(s) showing the existing home and location of the improvement. Indicate size, height, color, materials, roofing, and exact placement of the modification on the lot survey. All materials should match the existing roof and property. A copy of the City of Houston permit may be required upon request. ***Properties that are adjacent to the golf course may vary in restrictions.***
- **Solar Panels/Roofs:** Solar panels are not permitted on the street and golf course view unless the panels will increase the estimated annual energy production of the solar panels by more than 10% by state law. Documentation of the energy production of the rooftop, with solar panels mapped onto it to indicate the



estimated amount of solar energy each panel could generate based on factors like roof angle, shading, and local weather conditions. . A copy of the City of Houston permit is required upon final inspection.

- Swimming Pools: RORCOA checklist for pool plans is mandatory for all new construction pools (see website for checklist www.rorcoa.com).A construction/engineered grade site plans must include with pool drawings, accessories, lot access (*golf course access will need Country Club approval), drainage plan, 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). **Physical Samples for coping, decking, plaster, waterline tile and all other materials are required on site for review.** Details for pool accessories, hardscape, and a landscape plan is required, and any water features cannot exceed the height of the rear fence. A copy of the City of Houston permit is required upon final inspection. ***Properties that are adjacent to the golf course may vary in restrictions.***

Homeowner's signature constitutes the following:

I, certify that all information in this application & materials submitted are true and correct. I understand and agree that no work may be in deviation from the terms of the written approval sent to me by the RORCOA & MC. Incorrect information or changes made after modification is approved, invalidates the approval. Failure to do so may result in a "noncompliance" letter or further action.

I understand that it is my responsibility as the homeowner to ensure modification approval is obtained before the start of any construction. I further understand that if for any reason construction starts before receiving approval, I, as the homeowner, is responsible for removing the improvement or bringing the improvement into compliance per the MC and Design Guidelines. All improvements or modifications are subject to a mandatory compliance inspection. **Failure to not uphold this application can result in a delay, denial and/or fine of \$2,500.00.**

I understand that I may appeal a denial to the RORCOA HOA and MC by requesting a hearing on or before the 45th day after the date of the notice that was emailed.

I understand that in the event the modification has not begun within twelve (12) months from the date of approval, then a new application must be submitted and approved prior to construction.

Homeowner (s) Signature and Date

Contractor Information: _____

RETURN TO:
Royal Oaks RCOA
11231 Richmond Avenue, Suite D111 Houston, TX 77082
Office: 346-374-7367 Fax: 713-329-7198
Email: Access@pmghouston.com