

## APPLICATION FOR POOL OR OTHER MAJOR CONSTRUCTION

### --ARCHITECTURAL COMMITTEE REQUIREMENTS--

To expedite the approval process for addition of a swimming pool or other major addition to a property it is important for the application to be complete when submitted. This will minimize the need to recycle the application and/or request additional details.

Please note **the effective application date is the date that a complete application is stamped received in the management company office**—not the date when an initial submission is dated.

**The committee will have a full 30 days for review of the application from the stamped received date, not the original date of submittal. Please plan your project accordingly.**

#### REQUIREMENTS:

- Application must be on an ARC form and signed by the property owner. Forms may be obtained from the ACMI office: phone 866-380-2292, fax 281-251-2991 or [info@acmimgmt.com](mailto:info@acmimgmt.com). Forms signed by the contractor on behalf of the owner will not be accepted for processing.
- The original application form plus two copies of all drawings, photographs, specifications, etc are to be forwarded to the ACMI office via mail or courier service. The address is: Name of HOA, c/o ACMI, 12603 Louetta Rd., Suite 101, Cypress, TX 77429-5136
- The forms must be completed in a legible manner and must include detailed information related to the project. Samples of paint color, shingles, etc are to be included when applicable. Forms that are not legible will be returned to the applicant.
- If a significant change is made to the project after approval, or during the approval process, complete details must be provided along with a new application form. In most cases such a change will reset the application date.
- A lot survey must be included to specify the location of the improvement relative to lot, house, garage and building lines and easements. The location of all elements of the project must be specified including items such as pool pumps and related equipment. It is important that the construction be according to the approved drawings.
- Specifications and drawings for all items included in the project are to be included. (e.g.: pool design drawings, elevation drawings for any building—front and side views, photographs of a comparable installation—when available, etc.).
- If fencing is to be added, removed or altered details of this construction, including design specifications, and details of the fence appearance from the street must be included.
- Any landscape changes associated with the project must be specified. When pool equipment or similar equipment is involved, steps to be taken to screen the equipment from view must be specified.
- The access route to the site must be specified. If access cannot be obtained through the applicant's property, special approval will be required.
- Disposition of dirt or other debris from construction is to be specified.