

Waterstone on Lake Conroe Property Owner's Association

101 Waterstone Drive
Montgomery, Texas 77356

Office 936-582-1004
Fax 936-597-9211

ACC Improvement Application

In an effort to provide and protect each owner's rights and property values, it is required that any owner or group of owners considering improvement and/or change to the exterior of their property, must submit a ACC Improvement Application (*This form must be completed in full. If any information is missing or incomplete this will constitute automatic denial*) to the Architectural Control Committee (ACC) for the planned improvement and/or change. If any change is made that has not been approved, the Committee has the right to ask the owner to remove the improvement and/or change from the property.

Owner Name: _____

Phone: _____

Section/Block/Lot: _____/_____/_____

Fax: _____

Property Address: _____

Mailing Address: (if not property address) _____

1. Contractor: _____ Phone: _____ Fax: _____

2. Begin Construction Date: _____ Completion Date: _____

3. Type of Improvement and Deposit information:

_____ Exterior Paint - No Deposit Required

_____ New Roof - \$500.00 deposit

_____ Pool/Spa - \$750.00 deposit

_____ Patio/Deck/Gazebo - \$400.00 deposit

_____ Fence - \$300.00 deposit

_____ Landscape/Irrigation - \$750 deposit

_____ Pergola/Cabana - \$400.00 deposit

_____ Other (please specify) _____

Make all deposits payable to: **Waterstone on Lake Conroe POA**. All deposits have a \$50.00 fee that is non-refundable.

4. Please provide a plat of the property noting where the improvement will be placed in relation to lot lines and easements (show ALL dimensions). Further, please provide two views of the proposed improvement, one from the neighboring view and one from the rear or front view in accordance with the placement of the improvement.

5. All improvements on waterfront lots must include a side elevation showing all dimensions of all improvements INCLUDING PLANTS and a permission letter from adjoining property owner to access their lot.

6. What are the exterior colors/materials of the home: _____

7. No sub-contractor signs of any type shall be allowed. Any sign on any lot in violation of this agreement will be removed without notice; and THEREFORE, Lot Owner does hereby grant, authorize and allow The Association, its agents and/or representatives the right to enter upon the undersigned Lot Owner's lot for the purpose of removing any sign.

I understand that the Association ACC will act upon this request and contact me with regards to any questions and or their decision. **I understand that the approval process may take several weeks to complete and I agree not to begin ANY improvements or changes until the ACC notifies me in writing of their approval.**

_____ Owner Name	_____ Owner Signature
_____ Owner Name	_____ Owner Signature
_____ Builder Name	_____ Builder Signature
_____ Builder Company	_____ Date

Please remove page 3 from this document and turn in upon completion of this project.
All deposit refunds normally take 3 to 4 weeks to be refunded

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22455 West FM1097 Road
Montgomery, Texas 77356

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Deposit Refund Request Form

This form must be submitted to Waterstone on Lake Conroe P.O.A. upon construction completion. It can be dropped off at the office Monday – Friday 8:00am to 12:00pm and 1:00pm to 5:00pm. This form can also be faxed to 936-597-9211 at any time Monday through Friday.

Before refunds can be submitted to accounting for processing, an on-site inspection from the P.O.A. must be completed. Deposits normally take 3 to 4 weeks to be refunded.

Today's Date _____

Improvement Date _____

Type of Property Improvement: _____

Property Owner: _____

Property Address: _____

Montgomery, TX 77356

Property Legal: Waterstone on Lake Conroe – Section _____, Block _____, Lot _____

Depositor: _____ Amount of Deposit: \$ _____

Contractor: _____

You will be notified by telephone when your deposit is ready for pickup. Please provide the best phone number that we can reach you at when your refund is ready.

Name: _____ Phone Number () _____ - _____

Alternate Phone Number () _____ - _____