

**COLDSRING TERRACE**  
Property Owners Improvement Association, Inc.

DTA Community Management Services, Inc.  
206 A S. Loop 336 #270, Conroe, TX 77304

**HOME/LOT IMPROVEMENT REQUEST**

Terrace Deed Restrictions require that all new home construction and all exterior modifications be approved by **Architectural Control Committee (ACC)** and the Board of Trustees prior to commencing construction. The ACC will review your request in a professional manner, making sure the requested improvements are in compliance with Terrace Deed Restrictions and insuring that the improvements will fit in with the aesthetics of the community. Please provide as much detail as possible so that the ACC can properly understand your request. After you have completed this form, please return it to the address shown above or contact one of the Board members. Thank you for your cooperation and concern for our community.

OWNER NAME: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
Phone (Home) \_\_\_\_\_ (Office) \_\_\_\_\_

**DESCRIBE THE CONSTRUCTION OR IMPROVEMENT**

(Please be specific – attach building plans/drawings, sketch or photo)

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**LOCATION OF THE CONSTRUCTION OR IMPROVEMENT**

(Please attach a plot plan or sketch of the location on the property)

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CULVERT SIZE: \_\_\_\_\_ Note: Minimum size requirements – 15 inches

**MATERIALS TO BE USED:**

- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="checkbox"/> New Home Construction | <input type="checkbox"/> Storage Building | <input type="checkbox"/> Garage     |
| <input type="checkbox"/> Fencing               | <input type="checkbox"/> Paint            | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Lumber                | <input type="checkbox"/> Brick            | <input type="checkbox"/> Concrete   |
| <input type="checkbox"/> Other _____           |   |                                     |

**NOTE:** Any residence building must be "dried in" within six months. The term "Dried in" means the outside must have the appearance of being a completed house, with all necessary windows, doors, roof, paint and trim.

(OVER)

Other Comments:

PLANNED START DATE: \_\_\_\_\_

EXPECTED COMPLETION DATE: \_\_\_\_\_

According to the Deed Restrictions, the ACC has up to 45 days after the receipt of this application to make a decision, so please submit the request as soon as possible. For your own protection, please make sure you do not start improvements until you have received proper approval from the Board of Trustees. The more detail you provide the easier it will be to understand your request.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please Do Not Write Below This Line

Account Number: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Date Sent to ACC: \_\_\_\_\_ Date of ACC Decision: \_\_\_\_\_  
Date Returned to Property Owner \_\_\_\_\_ By: \_\_\_\_\_

COMMENTS CONCERNING REQUEST: \_\_\_\_\_

APPROVED WITH THE FOLLOWING RESTRICTIONS, IF ANY: \_\_\_\_\_

DISAPPROVED FOR THE FOLLOWING REASONS: \_\_\_\_\_

Review Signature and Date

ACC Signature and Date

Yes	No		Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	President		
<input type="checkbox"/>	<input type="checkbox"/>	Vice President		
<input type="checkbox"/>	<input type="checkbox"/>	Treasurer		
<input type="checkbox"/>	<input type="checkbox"/>	Secretary		
<input type="checkbox"/>	<input type="checkbox"/>	Trustee		

Signature	Date

Coldspring Terrace Board of Trustees

ACC Form- March 2006, Rev'd Dec 2007, May 2009, October 2013

File: CTPOA-ACC Form