

Property Improvement Request Form

This *Property Improvement Request Form*, along with supporting photos, brochures, drawings and other documentation can be emailed to accmpoa@gmail.com or delivered to Cape Malibu Property Owners Association 15816 Malibu E Willis TX 77618. Upon receipt of the request and supporting information; the Architectural Control Committee will review it to ensure compliance with deed restrictions, local statutes, and prevailing community standards before providing a written response to the homeowner. The Architectural Control Committee has up to 30 days to approve or deny a request. **Please know that the Architectural Control Committee has the right to require a homeowner to restore changes to the property that were not approved.**

Owner(s)Name: _____ If Rental, Tenant(s)Name: _____

Property Address: _____ Email Address: _____

Primary Phone #: _____ Alternate Phone #: _____

1. Describe in detail the change or improvement requested. Attach copies of plans, drawings, photos and or sketches necessary to support the request.

2. Who will perform the actual work? _____

3. The change or improvement will be located where?

_____ Front of house _____ Roof _____ Side of home
_____ Patio _____ Rear of house _____ Other

INDEMNITY AND HOLD HARMLESS AGREEMENT: Homeowner agrees to and will indemnify and hold harmless the Association, its Officers, Directors, Members, Employees, Agents and Deputies from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, for damage to any property, arising out of in connection with the above referenced Home Improvement request, including where such injuries, death or damages are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity. I agree not to begin property changes or improvements until the ACC informs me of their approval.

Signature of Homeowner _____
Date _____/_____
Start/Completion Dates

- ❖ Request by tenants cannot be processed without owner's written approval
- ❖ The homeowner is responsible for ensuring compliance with restrictions regarding utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies

ARCHITECTURAL CONTROL COMMITTEE USE ONLY
NAME _____ DATE _____ APPROVED _____ DISAPPROVED

NAME _____ DATE _____ APPROVED _____ DISAPPROVED

COMMENTS: _____