

Vista Oaks Community Association, Inc  
Post Office Box 5241  
Pasadena, Texas 77508

### **Application for Home improvement/New Construction**

Vista Oaks Deed Restrictions (Declaration of Covenants, Conditions, and Restrictions) require that any homeowner/builder must make application to the Vista Oaks Architectural Control Committee before constructing, changing, extending, altering or maintaining any building, fence, wall, patio, patio cover, patio extension, trellis or other structure such as a storage house, or swimming pool (above or in ground) on their deeded property. Changes and alterations include (without limitation) exterior additions, exterior paint colors (other than the original color) and grading plans.

It is extremely important that application for all new construction or home improvements be made since the integrity of the Vista Oaks Deed Restrictions is dependent upon the consistent and equitable enforcement for all property owners. The Association has the right to have any homeowner remove or change any improvement on the homeowners property which has not been approved by the Architectural Control Committee.

To request approval, please complete, in detail, the information listed below.

Whenever possible, building plans should accompany the Application.

**\*\*NOTE:** Builders of new homes must furnish a complete set of plans for the Association's review. The plans become the property of the Association.

Owners Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

I. Briefly describe the improvement that you propose: \_\_\_\_\_

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II. Describe the proposed major construction materials:

a. Fences must match the wood and construction arrangement on all adjoining fences.

b. Roofing **MUST** be GAF HD Timberline composition shingles or equal! Color to be Weathered Wood

c. Siding \_\_\_\_\_

d. Other external materials: \_\_\_\_\_

e. Paint Color if changing color: \_\_\_\_\_

III. Location of improvement: (Note distance from lines.)

- a. From front building line: \_\_\_\_\_ ft
- \*b. From side building lines: \_\_\_\_\_ ft. Right \_\_\_\_\_ ft./Left
- c. From rear building line: \_\_\_\_\_ ft.
- d. From utility easement: \_\_\_\_\_ ft.

\*Assume looking at your house/lot from front street.

IV. Dimensions of Improvement:

- a. Height: \_\_\_\_\_ ft.
- b. Length: \_\_\_\_\_ ft.
- c. Depth: \_\_\_\_\_ ft.
- d. Area: \_\_\_\_\_ ft.

V. Elevation Sketches of proposed improvement:

Please attach sketch and/or picture (where applicable) detailing front, rear and side elevations. Architectural drawings are required for additions/changes to major structures including, but not limited to, the main dwelling or garage.

VI. Plot Plan of proposed improvement: Please attach a hand sketch or architectural drawing (for major structures) showing the following information: dimensions of improvement and distances from lot lines, easements, and major structures.

I understand that...

1. This form is strictly an application and **does not constitute approval**.
2. The Architectural Control Committee will act on this application within 14 days from receipt by the Committee and will contact me in writing or email regarding their decision.
3. The applicant is responsible for **obtaining all applicable permits** from all governmental agencies having jurisdiction over the home improvement
4. If approved, a final inspection will be conducted by the Architectural Control Committee to assure I have complied with all applicable deed restrictions

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Should you need assistance while completing this form, please feel free to contact a member of the Architectural Control Committee.

Approvals: 3 required

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