



Civic Improvement Association



11212 Vanderford Dr.
Houston, Tx 77099
P.O. Box 1974
Stafford, Tx 77497-0002
Phone: 281-530-6397

PROPERTY MODIFICATION PROPOSAL FORM

All exterior modifications to your property must be approved in advance by the Parkglen CIA Board of Directors. The Board will review your request to make sure modifications comply with deed restrictions and fit the aesthetics of the community. According to Parkglen Deed Restrictions, the HOA has thirty (30) days after receipt of this application to make a decision.

Please do not start your improvement until you have received the required approval. The Association has the right to direct the homeowner to REMOVE or REVERT any unapproved additions and/or changes to the property.

Property Owner Information:

Name: _____
Property Address (subject to modification): _____
Mailing Address (if different): _____
Phone: _____
Email: _____

Description of Property Modification:

Please provide a detailed description and attach a legible drawing/sketch/photo depicting all proposed revisions with reference to the property survey boundaries (if applicable).

Planned Start Date: _____
Expected Completion Date: _____

If the property modification requires a City of Houston permit, Parkglen HOA requires a copy of that permit and the certificate of completion by the City.

Revisions

If the original plans are revised, the homeowner is responsible for submitting those changes, along with a new Property Modification Proposal Form to Parkglen HOA. All revised permits must also be submitted.

Property Owner Signature

Date

As a service to our residents, Parkglen HOA board members review proposed modification plans free of charge and provide feedback. Their feedback in no way constitutes a legal opinion as to whether the proposed plans comply with the applicable deed restrictions. Parkglen HOA board members do not have the authority to waive, amend, or alter any existing deed restrictions. All proposed construction must comply with the applicable set of deed restrictions.

[FOR PARKGLEN CIA OFFICE ONLY]

Date Received: _____

Date of Parkglen HOA Decision: _____

APPROVED

APPROVED with the following restrictions (if any):

REJECTED for the following reasons:

Agent for PCIA's Signature

Date