

REQUEST FOR HOME IMPROVEMENT APPROVAL REGENCY POINT TOWNHOME ASSOCIATION, INC.

To protect each homeowner's rights and property values, the Declarations of Regency Point require all exterior improvements to be approved by the Architectural Control Committee prior to the start of work on the planned improvements. To obtain approval, this form must be submitted to the Committee at the Association mailing address. Approval is required for any exterior maintenance work, improvement or modification, or any interior modification that potentially affects the structural integrity of the townhome.

Owners Name:	_____	Unit No.:	_____
Mailing Address:		_____	
Planned Start Date:	_____	Planned Completion:	_____
Name and Address of Contractors:		_____	
Description of Planned Improvement:			
SITE PLAN (see other side for instructions):			

INSTRUCTIONS

1. Sketch on the front of this form a plan view of your proposed improvements. Include dimensions and location of improvement. Show all pertinent dimensions-height, width slope of roof location of windows and doors, etc. Include the location and dimensions of any concrete foundation or slab.
2. If you are proposing a room addition patio or any other architectural addition or change. The committee will need an elevation and side view (use extra sheets if necessary).
3. Indicate color and type of materials to be used.
4. Point out any other important features. Submit any other materials (photographs, sales literature, catalog pages etc.) that may help the committee in making an evaluation. Attach a copy of contractors bid specs where relevant.
5. All contractors working on Association premises must carry workman's compensation and liability Insurance.
6. Contractors must provide a workmanship and materials warranty on all work.
7. If you have any questions or need extra forms contact a member of the Architectural Control Committee. Submit the completed form to: REGENCY POINT TOWNHOME ASSOCIATION INC.

IF THE PROPOSED IMPROVEMENT IS A BOAT LIFT, THE FOLLOWING REQUIREMENTS ALSO APPLY:

1. Boat lift installation must be done by an established boat lift company.
2. Electrical work must be done by a licensed electrician: all lift wiring and the connection to dock common service must conform to National Electrical Code and City of Conroe Electrical Code. Provide the name and address of the electrician who will do the connection.
3. All exposed conductive material (switch boxes, conduit, motor) must be grounded to earth ground. Installation must not compromise the common service isolated ground and must be done in a manner that prevents water entry into the dock common service conduit.
4. Each lift installation (motor and any electrical outlet) must be protected by a ground fault interrupt protector device, and include a power cutoff switch.
5. Lift motors may be tied into the 120V AC lift circuits only (no connections may be made to the dock light circuit). The maximum electrical load on any individual circuit must not exceed 15 Amperes.
6. Interruptions to dock electrical power for service installation work must be limited to daytime weekday hours. Dock power should not be turned off (except in case of emergency) on weekends, holidays, or after dark.
7. No welding is to be done on the docks or boat slips.
8. Dock power is primarily intended to be used for security lighting and lift operation: the Association reserves the right to limit the use of dock electrical service for other purposes. Nothing which creates a hazard to person or property may be connected or used on the docks.
9. Any owner installing a lift agrees to pay an annual fee as determined by the Association, to cover the cost of electrical service.
10. Boat lifts are considered part of the permanent fixtures of your townhome, and must be conveyed with the townhome in the event of sale.

I agree not to begin the proposed project until the Association notifies me of the approval of this request, and understand that owner is responsible for obtaining proof of workman's compensation and liability insurance coverage from all contractors prior to the start of work.

Signature of Property Owner

Date

Approval subject to the following requirements:

Architectural Control Committee:

Date:
