



by Newland COMMUNITIES

Home Improvement Application

Telfair Community Association

c/o C.I.A. Services, Inc.

3000 Wilcrest Drive, Suite 200

Houston, Texas 77042-3390

Phone: 713-981-9000 • Fax: 713-981-9090

General email: tfca@ciaservices.com

All exterior modifications to your property must be approved in advance by the Design Review Committee. The DRC will review your request to make sure that the improvement will be done in a professional, sound manner and will fit in with the aesthetics of the community. Please provide as much detail as possible so that the DRC can properly understand your request. Without a complete description of your request, the form will have to be returned for more information. After you've filled out this form, please return it to the address shown above. Thank you for your cooperation and concern for your community.

OWNER NAME _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

PHONE (home) _____ (office) _____ (cell) _____

POOL/SPA REQUEST: \$750.00 refundable deposit required. Application will not be processed without deposit.

DESCRIBE THE IMPROVEMENT (be specific - attach a sketch, drawing, plans, photo or brochure)

LOCATION OF THE IMPROVEMENT (attach survey or sketch showing location of improvement on property)

MATERIALS TO BE USED (attach sample or brochure, if appropriate)

Paint (paint color chips **required**): Manufacturer (e.g. Behr) _____ Base Color _____
Trim Color _____ Accent Color _____ Finish (e.g. Satin) _____
Location for Each Color _____

Roofing: Manufacturer (e.g. Elk) _____ Series (e.g. Prestique) _____ Warranty (e.g. 30 year) _____
Color (e.g. Weatheredwood) _____ Style (e.g. laminated or 3 tab) _____

Other _____

Other _____

Other _____

COMMENTS

WHO WILL DO THE WORK _____

PLANNED START DATE _____ EXPECTED COMPLETION DATE _____

The Design Review Committee has **up to 40 days** after receipt of a completed application to make a decision, so please submit the request far enough ahead of time. For your own protection, do not start the improvement until you have received written approval. The more detail you provide about your improvement, the easier it will be to understand what you plan to do and to make a decision.

SIGNATURE: _____ DATE: _____

-----Please Do Not Write Below Line-----

Account: _____	Received: _____
VRefNo: _____	To DRC: _____
	Decision: _____
	Response: _____

COMMENTS CONCERNING REQUEST

DRC DECISION

- APPROVED without conditions
- APPROVED with the conditions noted below
- DISAPPROVED for the reasons noted below
- DISAPPROVED because more information is needed as described below

Review Signature and Date:

DRC Signature and Date:
