

Date: \_\_\_\_\_

To: \_\_\_\_\_

Fax #: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_

Fax #: \_\_\_\_\_

From: \_\_\_\_\_

## ACC COMMITTEE REVIEW OF HOMEOWNER'S REQUEST FOR IMPROVEMENT

HOA \_\_\_\_\_ Date Committee Received Request: \_\_\_\_\_

Homeowner \_\_\_\_\_ Homeowner Acct # \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Exterior Change       Improvement       Other \_\_\_\_\_

Committee Member Approval	Date	Approved	Disapproved
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Committee Member Approval	Date	Approved	Disapproved
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Committee Member Approval	Date	Approved	Disapproved
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If disapproved, why?

\_\_\_\_\_

\_\_\_\_\_

What changes are recommended before request will be reconsidered for approval?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ARCHITECTURAL CONTROL COMMITTEE - IMPROVEMENT REQUEST FORM

ASSOCIATION: \_\_\_\_\_

DATE: \_\_\_\_\_

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

- \_\_\_\_\_ (1) A completed Improvement Request Form
- \_\_\_\_\_ (2) Complete and detailed building plans, material listing and specifications
- \_\_\_\_\_ (3) A property site/survey plan showing the location of the proposed improvement.

**FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2 & 3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property.** Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

### PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_, Texas 78\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?

\_\_\_\_\_  
\_\_\_\_\_ **LOC**

### LOCATION OF IMPROVEMENT (CHECK ACTUAL AREAS THAT APPLY):

_____ Front of dwelling	_____ Back of dwelling	_____ Side of dwelling
_____ Roof of dwelling	_____ Garage	_____ Patio
_____ Other (Describe) _____		

### MATERIAL TO BE USED FOR THE IMPROVEMENT (CHECK APPLICABLE ITEMS):

_____ Brick - Color _____	_____ Cement _____	_____ Stucco _____
_____ Wood - Color _____	_____ Electric _____	
_____ Siding Wood _____	_____ Aluminum _____	_____ Glass _____
_____ Paint - Color _____	_____ Stain _____	
_____ Color Other (Explain) _____		

***I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them.***

_____ Owner's Printed Name	_____ Signature	_____ Date
_____ Co-owner's Printed Name	_____ Signature	_____ Date
_____ Construction Start Date	_____ Estimated Completion Date	

Return this completed form AND attachments to ProCOMM at 300 East Sonterra Blvd., Suite 350 San Antonio, Texas 78258. Please call (210) 545-1888. Fax: (210) 545-1940 for information.

